# Assignment 9: Practise your talk and give/get feedback & self-evaluation *After receiving the video, watch and analyse your talk, fill in this form and submit within 48h*.

**Step 1:** Rate your own performance for each item using the scale **Improve – OK - Good.**

Provide additional comments, **especially if you feel that something needs to be improved or changed** regarding this part.

**I INTRODUCTION**

**Improve OK Good**

Captures audience’s attention at start?

Establishes credibility?

States purpose of presentation?

Gives an overview of presentation structure?

Other **comments/suggestions** for changes:

**II BODY**

**Improve OK Good**

Main points relevant to purpose and thesis?

Contents organised logically/ effectively?

Level of content suitable for educated non-experts?

Amount of content suitable for the given time-frame?

Clear transitions?

Internal summaries after main points?

Internal previews/movement between sub-points?

Other **comments/suggestions** for changes:

**III CONCLUSION**

**Improve OK Good**

Clear transition into conclusion?

Restates main points?

Returns to theme of introduction?

Gives resources for further information?

Encourages questions?

Includes sources at the end?

Other **comments/suggestions** for changes:

**IV DELIVERY**

**Improve OK Good**

Overall speed?

Pronunciation?

Use of intonation?

Fluency? (pausing, fillers, etc.)

Extemporaneous? (Doesn't rely on written support)

Body language (eye contact, posture)

Other **comments/suggestions** for changes:

**V VISUALS**

**Improve OK Good**

Relevance to content?

Amount of text?

Suitability of headings?

Physical interaction with visuals?

Interesting: colour, pictures, graphs, etc.)

Other **comments/suggestions** for changes:

**VI TIMING**

**Improve OK Good**

Within time limit? (max. 8-10 minutes)

Division of time (introduction, body, conclusion)

Other **comments/suggestions** for changes:

**Step 2:** **Reflection paragraph: Reflect on the experience of rehearsing and watching your video. Use the following questions to help you in your reflection. Write at least a couple of sentences or more in answer to each question:**

* How did the rehearsal go for you? What did you learn from the rehearsal (i.e. through doing the talk once, getting feedback, giving feedback, watching others, etc.)
* What was it like for you to watch yourself on the video? Have you seen yourself present before on video? Did you learn anything new by watching it?
* What are your top three issues you would like to work on in the final version in order to improve your talk?