

Evaluation scheme for oral presentations and talks

Date:		Speaker:		Topic:	
		together with:			
Category	minimal requirements	satisfactory	good	very good	
Content and presentation	the topic is presented acceptably	the topic is presented in a convincing manner	the topic is presented in a convincing manner all around, the relevance is pointed out	the topic is presented in an all-around convincing and exciting way, the relevance is clearly pointed out	
	an outline is recognizable with good will	an outline of the presentation is recognizable	the presentation is divided into introduction, main part and conclusion	The presentation is well structured with clear objectives and examples.	
	questions are met with difficulty	questions are answered	questions are answered confidently	when answering questions, the speaker shows deep expertise	
	only necessary literature was taken into account	the central and easily accessible literature (predominantly in English) was taken into account	also less accessible articles and books, possibly in different languages, were considered	the speaker has extensive knowledge of the relevant literature in different languages	
	additional (primary) sources are not used	additional sources are used rather incoherently	supplementary sources are integrated into the presentation in a thematically appropriate way	supplementary sources fit into the presentation at the appropriate place and are well integrated	
	the audience follows the lecture rather poorly	the speaker succeeds in arousing the interest of the listeners	the audience is involved by the speaker and follows the lecture attentively	the audience is activated by the speakers in a targeted manner and follow the presentation attentively and with interest	
<i>if applicable</i>	each speaker gives their presentation, no coordination	the speakers have coordinated their presentations	the speakers have clearly coordinated and act as a well-rehearsed team	the speakers have clearly coordinated their presentations, act as a well-rehearsed team and use this fact to motivate and actively involve the audience	
(body) language		clear speech	clear language and manner of presentation	"stage-ready" and exact language	
	comprehensible presentation		all around convincing presentation	highest rhetorical quality and inspiring manner of presentation	
		fluent performance	conscious use of body language	engaging body language	
Slides and other media <i>if applicable</i>	a structure tailored to the oral presentation is recognizable with difficulty	a structure that is aligned with the oral presentation is provided	the presentation is clearly aligned with the talk and supports the argumentation	the presentation accompanies the talk in a virtuoso manner, supports the argumentation and helps the listener to follow without being distracted from the talk	
	basic formalities are respected	few linguistic and grammatical errors	largely error-free; clear, appealing overall impression	error-free, clear choice of words, clear formulations, very concise, very appealing overall impression	
	use of maps, graphics, picture, sound and/or video documents only where absolutely necessary	appropriate use of maps, graphics, picture, sound and/or video documents for argumentative support of the talk	well-considered use of picture, sound and/or video documents to illustrate certain facts of the talk	virtuoso use of picture, sound and/or video documents for the specific illustration of certain facts of the talk	
			appropriate and targeted use of maps, charts and graphs taken from the literature	appropriate and targeted use of self-created maps, charts and graphics	
Handout <i>if applicable</i>	basic formalities are respected	few linguistic and grammatical errors	largely error-free; clear, appealing overall impression	error-free, clear choice of words, clear formulations, very concise, very appealing overall impression	
	a reference to the presentation is recognizable	the core statements of the presentation are summarized	the key statements of the presentation are summarized in a well-structured way	the talk and presentation are summarized in a well-structured way, additional information is presented in an appropriate way	

Failure to meet the minimum requirements in a category may result in the presentation performance being scored as "failed".