

Extended Project Oral Presentation Record Form

Learner Name _____

Learner number _____

Centre Name _____

Centre Number _____

Project Title _____

Date _____

		Band placement					
Content Purpose clearly stated, good overview, clarity of argument/line of thought, relevant to subject and suits purpose, suits audience and situation, appropriate/convincing. Concise conclusion giving a summary of the issues surrounding the complex subject.	Low 1	High 1	Low 2	High 2	Low 3	High 3	
	<i>Comments:</i>						
Organisation Clearly evident preparation, good structure, presented in logical manner, clear introduction, well-developed main section, clear conclusion (or 'take-home' message), good timekeeping.	Low 1	High 1	Low 2	High 2	Low 3	High 3	
	<i>Comments:</i>						
Pace Speed of delivery, good use of pauses, reacts to feedback from audience, good control of nerves.	Low 1	High 1	Low 2	High 2	Low 3	High 3	
	<i>Comments:</i>						
Voice Speaks to audience in very audible, clear manner, good diction, minimal use of notes, varies tone/volume according to content, matches language to suit subject/situation/audience, technical terms explained.	Low 1	High 1	Low 2	High 2	Low 3	High 3	
	<i>Comments:</i>						
Visual aids Good variety, relevant to subject, easy to read, uncluttered design, confident in use of appropriate handouts, well prepared with image/s used to enhance subject.	Low 1	High 1	Low 2	High 2	Low 3	High 3	
	<i>Comments:</i>						
Contact with audience Good posture, moves freely, eye contact, smile, rapport, relaxed, engaged, maintains audience attention.	Low 1	High 1	Low 2	High 2	Low 3	High 3	
	<i>Comments:</i>						
Handling questions Responds confidently showing good knowledge of subject, honest when does not know answer, friendly, remains in control.	Low 1	High 1	Low 2	High 2	Low 3	High 3	
	<i>Comments:</i>						
Strengths of the presentation	AO4 Mark Awarded:						
Signed (Teacher/assessor):				Position:			