

## GUIDELINES FOR EVALUATION OF ORAL PRESENTATIONS

### Before each session of presentations

- Have a group meeting before the Thursday lesson
- Make sure you have the email addresses of the other members of your group
- Decide which aspects of presentations each member of the group will evaluate during the presentation
- Download the pdf of the “Evaluation templates”
- Print out 4 copies of the evaluation template relating to the aspect of the presentation you will be working on, e.g. “Evaluation – sound and clarity”
- Download the pdf of the “Final report template”
- Bring your computer and a pen drive (pennetta) to the class; pens and paper too; if possible the computer should be able to download the videos from a photo card so you can look at it when you are doing your evaluation.

### During the presentation session

- Make your notes on each presentation using the evaluation template. You can make notes by hand or directly on to the computer. You need to decide which is quicker and easier for you.

### After the presentation session

- One member of each group should download the video of the session from my photocard

### Instructions for writing reports (afternoon session)

1. Find an empty classroom
2. Decide which member of the group will be writing the report on which presentation
3. Download the video of the presentation you will be working on
4. Write your 2-page report. If student A is writing a report on presentation X, then student A should:
  - collect the notes on the different aspects of presentation X from the other members of his group
  - read the notes carefully and discuss anything you do not understand
  - watch the video of the presentation again, checking the notes and correcting if necessary
  - write the report on student X’s presentation in Word using the final report template; *the report can be written in Italian*. Be **very specific** in your criticism
  - email your report to other members of the group so they can comment/ agree/ disagree/make corrections
  - print the report and sign it (use the photocopying facility in the faculty)
  - hand in your final printed report to me personally at 6pm; please attach the notes made by other students to the report