**Feedback** on minutes & presentations

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| Body | **eye-contact** | given | You kept looking at us // You did not give us a lot of eye-contact // You looked at our teacher a lot…  |
| **smiles** | frequent | You smiled a few times… You may smile a bit more |
| **gestures** | clear | You calmly pointed at the board…  |
| **posture** | upright | You stood there calmly // You were leaning against the board…  |
| **voice** | loud & clear | Your voice was loud and clear // You sounded relaxed // Your intonation was lively/monotonous [-‘---] |
|  |  |  |  |
| **Language** | **simple** | syntax | You kept your sentences nice, and simple… // Some sentences ran on a bit…  |
| vocabulary | You used simple words that everyone can understand… // You used a few really hard words…  |
| **grammar** | tense | You used the tenses correctly // When you talked about …, I think you wanted to say…  |
| correct | Your grammar was all right overall // About… you perhaps wanted to say...  |
| **pronunciation** | understandable | You sounded quite fluent… // Don’t be shy, speak up…  |
| acceptable | Your accent sounds nice… You paused in all the right places…  |
|  |  |  |  |
| **Substance** | **correct** |  | You explained very nicely and gave useful examples, e.g. …  |
| (written) **agenda / structure** | legible | Your agenda on the board is easy to read… Your handwriting looks nice enough… |
| clear | The items in your structure / agenda are to the point  |
| complete | You reminded us of the basics and added a few interesting points, … , for example |
| **brevity** | appropriate | You made everything quite clear with few words… |
| **delivery** | interaction | You asked a few questions // Speak freely, try not to read off your cue cards / that sheet  |
|  |  |  |  |

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