

FEEDBACK on minutes & presentations

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 [-'---]
LAN- GUAGE	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...
	pronuncia- tion	understandable	You sounded quite fluent... // Don't be shy, speak up...
		acceptable	Your accent sounds nice... You paused in all the right places...
SUB- STANCE	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