

Assessment Scheme for Oral Presentations

Class no. and date:		Speaker: Together with:		Presentation topic:	
CATEGORY	Minimum requirements	Satisfactory	Good	Very good	
Content and presentation	- the topic is tolerably presented	- the topic is convincingly presented	- the topic is presented convincingly all round; its relevance is addressed	- the topic is presented convincingly and enthrallingly all round; its relevance is clearly emphasised	
	- a structure is, with good will, apparent	- a presentation structure is apparent	- the presentation is divided into an introduction, a main part and an end	- the presentation is clearly and comprehensibly divided into an introduction, a main part and an end	
	- the response to questions is laboured	- questions are answered	- questions are answered confidently	- when answering questions, the speaker demonstrates the depth of his/her expertise	
	- only absolutely necessary literature is taken into account	- the key and easily accessible literature (in German and English) is taken into account	- articles and books in German and English that are difficult to access are also taken into account	- it becomes clear that the speaker has extensive knowledge of the specialist literature in German, English and possibly additional languages	
	- additional (primary) sources are not used	- additional sources are used rather unsystematically	- supplementary sources are incorporated into the presentation in a way appropriate to the topic	- supplementary sources are well integrated into the presentation at the right places	
	- the audience is able to follow the presentation only with difficulty	- the speaker succeeds in generating the interest of the audience	- the audience is included by the speakers and follows the presentation attentively	- the audience is targeted and activated by the speaker and follows the presentation attentively and with interest	
(if applicable)	- each speaker holds his/her presentation; teamwork is discernible only with difficulty	- the speakers have coordinated with each other	- the speakers have clearly coordinated with each other and present as a well-rehearsed team	- the speakers have clearly coordinated with each other, present as a well-rehearsed team and use this fact to motivate and actively involve the audience	
Language and body language	- comprehensible presentation	- clear language - fluent presentation	- clear language and presentation style - convincing presentation all round - conscious use of body language	- exact language that would not look out of place on stage - highest rhetorical quality and inspiring presentation style - engaging body language	
On-screen presentation and other visual aids (if applicable)	- a structure tailored to the oral presentation is discernible with difficulty - basic formalities are observed - use of maps, charts, and image, sound and/or video documents where this is absolutely necessary for the argumentation	- a structure tailored to the oral presentation is evident - few linguistic and grammatical errors - appropriate use of maps, charts, and image, sound and/or video documents to support the oral presentation with arguments	- the on-screen presentation is clearly tailored to the oral presentation and supports its arguments - largely faultless; lucid and appealing overall impression - careful use of image, sound and/or video documents to illustrate certain aspects of the oral presentation - appropriate and targeted use of maps, diagrams and charts taken from the literature	- the on-screen presentation accompanies the oral presentation in virtuoso style, supports its arguments and helps the audience to follow the presentation without distracting from the speaker - faultless, clear choice of words and formulations; very lucid and appealing overall impression - virtuoso use of image, sound and/or video documents for the systematic illustration of certain aspects of the oral presentation - appropriate and targeted use of self-created maps, diagrams and charts - classification of historical documents using source criticism	
Handout (if applicable)	- basic formalities are observed - reference to the presentation topic is apparent	- few linguistic and grammatical errors - the key statements of the presentation are summarised	- largely faultless; lucid and appealing overall impression - the key statements of the presentation are summarised in a well-structured way	- faultless, clear choice of words and formulations; very lucid and appealing overall impression - the presentation is summarised in a well-structured way; perhaps additional information is also portrayed appropriately	

If the minimum requirements in any category are not met, the presentation criteria can be evaluated as 'not fulfilled'.