This sheet is intended to provide feedback to the speakers on their performance and to contribute to the assessment of the presentation. Please write down the speaker’s name and final score in the space provided as well as ticking the box that you think is the appropriate rank for each of the criteria.

The speaker’s final score must solely be based on the seminar presentation and not on progress.

Please fill out a separate sheet for each speaker and deposit it in the box provided at the back of the auditorium at the end of each talk.

The average of the Undergraduate Student marks contributes 20% to the speaker’s final mark. The average of the Academic/Teaching/External Examiner/Postgraduate marks contributes 80% to the speaker’s final mark.

<table>
<thead>
<tr>
<th>TECHNICAL CONTENT (matter)</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>VGood</th>
<th>Excellent</th>
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</thead>
<tbody>
<tr>
<td>ORGANISATION OF PRESENTATION (method)</td>
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<td>EFFECTIVE USE OF AIDS (technique)</td>
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<td>SPEECH DELIVERY (manner)</td>
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<td>INTEREST GENERATED (credibility)</td>
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<tr>
<td>HANDLING OF QUESTIONS (confidence)</td>
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ADDITIONAL COMMENTS:

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ASSESSMENT: SPEAKER’S NAME: ………………………………..

………………………………………………………………………………………………………………………………………………

YOUR NAME (print)……………………………..(sign)………………………………………………

Your Position (please tick) □ Academic / Teaching Staff / External Industrial Examiners
□ Postgraduate Research Student
□ Undergraduate Student or Postgraduate by Coursework Student
Seminar Grade Descriptors

**Excellent – (High Distinction - 85 to 100)**
Demonstrates an extremely sound knowledge and understanding of the seminar topic and issues in a rigorous, comprehensive and sophisticated manner. Communicates in an extremely organised and effective manner, (academic & professional) extensively using relevant and appropriate presentation aids (audio-visual and other as appropriate), thus displaying an exemplary standard. Delivery of seminar is extremely confident and clear and engages audience interest to an exemplary level. Demonstrates extremely well developed ability to interpret and answer questions in a way that adds great additional insights into the seminar topic.

**Very Good – (Distinction - 75 to 84)**
Demonstrates a very good knowledge and understanding of the seminar topic and issues in a rigorous, comprehensive and sophisticated manner. Communicates in a highly organised and effective manner, (academic & professional) using a very high level of relevant and appropriate presentation aids (audio-visual and other as appropriate), thus displaying a very good standard. Delivery of seminar is very confident and clear and engages audience interest to a very good level. Demonstrates very well developed ability to interpret and answer questions in a way that adds very useful additional insights into the seminar topic.

**Good – (Credit - 65 to 74)**
Demonstrates a good knowledge and understanding of the seminar topics and issues in a rigorous, comprehensive and sophisticated manner. Communicates in a well organised and effective manner, (academic & professional) extensively using a high level of relevant and appropriate presentation aids (audio-visual and other as appropriate), thus displaying a good standard. Delivery of seminar is confident and clear and engages audience interest to a good level. Demonstrates a well developed ability to interpret and answer questions in a way that adds useful additional insights into the seminar topic.

**Average - (Pass - 50 to 64)**
Demonstrates an adequate knowledge and understanding of the seminar topics and issues. Communicates in a reasonably organised and effective manner using relevant and appropriate presentation aids (audio-visual and other as appropriate), thus displaying an acceptable standard. Delivery of seminar displays adequate confidence and clarity and engages some level of audience interest. Demonstrates a fair ability to interpret and answer questions in a way that adds some additional insights into the seminar topic.

**Poor – (Fail - 0 to 49)**
Demonstrates poor knowledge and understanding of the seminar topic and issues. Does not communicate in an acceptable academic and professional manner. Does not display acceptable levels of material organization and/or effective presentation manner. Does not use relevant and appropriate presentation aids (audio-visual and other as appropriate), thus displaying an unacceptable standard. Delivery of seminar displays inadequate confidence and clarity and engages only a low level of audience interest. Demonstrates an inability to interpret and answer questions in a way that adds additional insights into the seminar topic.