**Sample: Evaluation form for group presentation and assay**

Semester: Academic year:

Subject:

Code:

Supervisor:

Student: Code

Student: Code

Student: Code

Student: Code

Student: Code

Student: Code

| **No** | **Criteria** | **Đánh giá** | **Điểm** |
| --- | --- | --- | --- |
| **Fundamental (1)** | **Practice (2)** | **Familiar (3)** | **Excellence (4)** |
| 1 | **Presentation**  | Sự thu hút người nghe | ***Do not attract listener***Expression of the presenters: The eyes do not follow the presentation, hands and body are not moving | ***Less attract listener*** Expression of the presenters: eyes watching a few eyes of the audience, hands and body do not move | ***Attract listener***Expression of the presenters: the eyes follow some audience eyes, the hands usually move, the body moves a little | ***Attract all listener*** Expression of the presenters: eyes watching a lot of audience eyes, hands emphasize the matter, the presenters move around when presentation | 1/10 |
| Present and pronounce clearly | The voice of presenter is small, not focused on pronunciation | Voice of presenters are unclear, difficult to follow | Presenter speaks clearly, but too fast, hard to follow | Presenter speaks clearly and slowly, easy to follow | 1/10 |
| 2 | **Report content** | Content arrangement | Arrangement of content is confusion and not sequential.  | The report arrangement is difficult to follow, no logic sequence, discrete, no links between the sections | The order of the report is easy to follow. | Description of the report is done by using visual effects to highlight layouts, emphasizing important information. | 1/10 |
| Description content | The core content is less information and not clearly defined topic to report | The core content of the report is insufficient information of topic  | The content of the report sufficiently provides information but did not emphasize and explain the core issues of the report for following  | The content of the report provides completely and up-to-date information on the topic of report with emphasizing, explaining and simplifying of the core issues that can help listeners to understand and grasp the core issue. | 2/10 |
| Effective effects | The content of the entire slide is text or an entire imageSlide is not balanced, not attract listeners | Slides contain too few illustrations or too many images to overwhelm the text.Slide layouts size and color is not clear | Slide content is equal between text and illustrationsSlide layout size and color clarity are easy to follow | Images in slides are selected to emphasize the content or added an animation to the presentationSlide layouts size and color of text, science, clear easy to follow, easy to attract listeners | 1/10 |
| 3 | **Group working** | Participation of group | Less than 30% of the group members participate in the presentation | From 30 to 50% of the participants in the presentation | From 50 to 80% of the participants in the presentation | More than 80% of the participants participated in the presentation | 1/10 |
| Quality of group | Less than 30% of the group members are clear and easy to understand | From 30 to 50% of the group members speak clearly and understandably | 50-80% of the group members are clear and easy to understand | More than 80% of the group members speak clearly and easily | 1/10 |
| 4 | Interactive abillity | Ability to understand comprehension from the content presented | Do not answer or pay a few questionsAnswer less than 20% of the questions | Answer a few questionsAnswer from 20-50% of questions | Answer most questionsAnswer 50-80% of questions | Answer most questionsAnswer 80% of questions | 1/10 |
| Ability to comprehend the presentation of other groups | Do not ask questions with another group | Participate to ask questions to other groups at least 1-2 questions | Participate to ask questions to other groups at least 2-3 questions | Participate to ask questions to other groups at least 5-6 questions | 1/10 |
| **Total** | **/10** |

 *Date month year 2017*

 *Signature of supervisor*