

Grading scheme: Seminar reports

Name: _____ Term: _____

Seminar: _____ Start: _____

Topic: _____ End: _____

Criterion	Achieved	Points
1. Content Presentation		13
Presentation of relevant facts		5
Consistent structure of reasoning		3
Reasonable structure of contents		3
Talk no longer than planned (25/30 minutes)		2
2. Content		6
Contents are understood and clearly presented		4
It is easy to follow the reasoning		2
3. Slides: Structure and Layout		8
Readable with ease		2
Contents are clearly arranged	Text	2
Not too detailed		2
Additional information is given during talk		2
4. Slides Language		4
Comprehensibility		2
Syntax		1
Wording		1
Spelling (no mistakes)		2
5. Talk/Presentation		7
Free Speech		2
Accentuation, breaks, pronunciation, appropriate speed of speech, intonation		2
Posture, gestures, facial expression		2
Inclusion of Audience		1
6. Didactics		6
Use of Examples		2
Give orientation of current placement in topic		1
Use of repetition, summary, references		1
7. Discussion		6
Moderates the discussion		2
Answers questions of the audience		4
Sum		50

Grade	4	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1
Points (50)	25	27.5	30	32.5	35	37.5	40	42.5	45	47.5