

CFAA - Course 2, Verbal and Written Communications: Presentation
Due at your assigned time: Apr 12 or 13

Speak to the group for 10 to 15 minutes on a topic of interest to you. After speaking, invite questions. After others' presentations, say what they did well and ask relevant constructive questions.

Section	Goals	Max Score	Actual Score
Opening Comments:	<ul style="list-style-type: none"> • Catches audience's attention • Informs audience what the presentation is about • Voice is loud and clear 	3	
Presentation:	<ul style="list-style-type: none"> • Uses anxiety to fuel presentation • Uses body language well - hand gestures etc • Presentation is not monotone • Presentation is interesting and keeps audience connected • Visuals are included • Visuals enhance the presentation • Visuals do not data dump • Stays on topic • Informative presentation - informs audience well • Persuasive presentation - persuades audience • Presentation falls within 10 to 15 minutes plus question time. 2 minutes of video may be included. More will not count toward total time. 	10	
Closing Comments:	<ul style="list-style-type: none"> • Tells the audience what was presented • Closes promptly - audience is not left guessing if presentation is over 	2	
Questioning Period	<ul style="list-style-type: none"> • Maintains 25/75 rule in answering questions • Maintains composure throughout question period • Able to answer questions - knowledgeable about subject matter • Clarifies questions with audience • Closes off questioning period effectively 	5	
Total:		20	