

**Skill: Formal Presentations**

Use the following checklist (a) to set personal learning goals and (b) to record your progress in achieving these goals. Decide what evaluative criteria you want to use in the three righthand columns, and enter dates to record your progress. For example:

I can do this \*with a lot of help, \*\*with a little help, \*\*\*on my own

I can do this \*with a lot of effort, \*\*under normal circumstances, \*\*\*easily in any context

Evaluative criteria: \* \_\_\_\_\_ \*\* \_\_\_\_\_ \*\*\* \_\_\_\_\_

(Format adapted from the CercleS version of the European Language Portfolio, accredited by the Council of Europe's Validation Committee, Accreditation no: 29.2002.)

<b>Level B2/C1</b>	My next goal / unsure today	* with a lot of help / with a lot of effort	** with a little help / under normal circumstances	*** on my own / easily in any context
<b>Opening/Close</b>	Write dates to record your progress.			
I know how to open my presentation and capture the audience's attention.				
I know to what extent to outline my presentation.				
I know when to address and how to manage questions.				
I know how to close my presentation.				
I know how to deal with questions.				
<b>Posture/Body Language</b>	Write dates to record your progress.			
I know where to stand.				
I know where to look and how much eye contact to maintain.				
I know what to do with my hands (whether to fold them, keep them at my sides...)				
<b>Delivery/Register</b>	Write dates to record your progress.			
I know what signalling/signposting is and how and when to use it.				

I know what pace is appropriate and how to pace myself.				
I know when reading from my slides is appropriate.				
I know how to interact with my slides.				
I know to what extent I can use colloquial terms.				
I know to what extent I can use “slang” terms (e.g., “gonna”).				
<b>Slides</b>	Write dates to record your progress.			
I can list the basic slides a good presentation should include.				
I know how much text is appropriate for each slide.				
I know how much illustration to include in my presentation.				
I know how to edit my slides.				
I know what to do if I, while I am presenting, I see that there is an evident mistake on a slide.				