

EFL-201 Communication and Presentation Skills

General guidelines for the final presentation session

Before the presentation time

All examinees should arrive at the presentation exam site before the scheduled time of the presentation test to do the following:

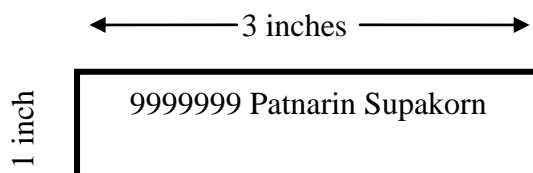
- Upload any necessary presentation visual file on the provided computer.
- Fill in the information about the presenter (Student ID and Name in Thai and in English), the current educational trimester (___/____), date of the presentation test, the group number and the presentation topic on the following 2 forms, downloadable from WU mLearning:
 1. Final Presentation Assessment: Presentation
 2. Final Presentation Assessment: Presenter
- Collect the 2 completed evaluation forms from all of the presenters.
- Run both sets of the collected evaluation forms following the order displayed in the Center for Educational Services' registration list.
- Right before the presentation performance, hand in both assessment forms to 2 presentation evaluators of your presentation test.

Presentation [30 points]

- The presentation order will follow the order obtained from the registration list provided by the Center for Educational Services.
- Time limit – 7 minutes (5 minutes for the presentation and 2 minutes for the question time)
- After the signal of the time limit of 7 minutes, the presenter has to stop and leave for his/her seat.

Audience participation [5 points]

- Pay full attention to the presentation.
- No private conversation during the presentation
- No distracting gesture
- Ask at least 1 correct question each.
- Each student **will print** his/her own **ID and name** labels. Before asking each question, s/he will have to drop an ID and name label in a provided box. The dropped ID and name labels will be used for checking the students' participation in the question asking activities.
- Below is the suggested ID and name label size (3 x1 inches).



Peer critique [5 points]

- Comment any one of your peer presenters.
- Take notes in the provided table of the peer-critique sheet, downloadable from WU mLearning.
- Compose a good paragraph of your comments on the last page; write in Thai.
- Hand in the critique to the course coordinator **at 16:00 p.m. the day after the date of the selected presentation.**