

Structure & Content	INTRODUCTION			
	Who they are			
	Who the audience is			
	Purpose - Why are we here?			
	Sufficient overview of the Case			
	Primary problem stated			
	Alternatives Mentioned			
	BODY			
	Alternatives briefly described			
	Rec. Alt:			
	Adequately Described			
	Pros/Cons			
	Well Analysed and Compared			
	CONCLUSION			
	Primary problem restated			
	Outlined how the Rec. Sol'n solves the PP & SP			
Outstanding issues solved				
Detailed Implementation				
TOTAL			/40	
Verbal / Non Verbal Communication	Voice Projection			
	Voice Intonation			
	Voice Speed and Pronunciation			
	Eye Contact (Cue cards? Looking at slides?)			
	Movement			
	Hand movement			
	Professional Dress			
	Professional Attitude			
	Appropriate Background Behaviour			
	Appropriate Gestures			
	TOTAL			/25
Slides	Layout			
	Clipart			
	Font Size/Colour			
	Content (See below)			
	Agenda			
	Primary Problem			
	Alternative Summary			
	Rec. Sol'n			
	Description			
	Pros/Cons			
	Analysis			
	Conclusion/Rec. Sol'n			
	Implementation			
Total			/20	
Creativity	Interesting			
	Professional			
	Memorable			
	Exciting			
	Inspiring			
Total			/15	
TOTAL			/100	