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| --- | --- | --- |
| **Topic** | **Tick** | **Comments** |
| **Introduction** |  |  |
| Title page |  |  |
| Outline |  |  |
| Background |  |  |
| Thesis / stance |  |  |
| **Main body** |  |  |
| Structure – logical |  |  |
| Evidence? Graphs / stats / data |  |  |
| Transitions (linking ideas) |  |  |
| Analysis |  |  |
| Evaluation |  |  |
| **Conclusion** |  |  |
| Summary |  |  |
| Thesis |  |  |
| Recommendation |  |  |
| Reference List |  |  |
| **Slides** |  |  |
| NO full sentences or too wordy |  |  |
| Clear slides |  |  |
| Animation |  |  |
| Slides include source references |  |  |
| **Delivery** |  |  |
| Signposting language |  |  |
| Timing |  |  |
| Rehearsed |  |  |
| Eye contact |  |  |
| Gestures |  |  |
| **Comments** | | |
|  | | |