

ORAL PRESENTATION

Speakers: _____

Topic: _____

DELIVERY

eye contact	inadequate	effective
facial expression; gestures; posture	none; distracting	appropriate; natural
voice	monotonous; inaudible	varied; clear; audible
reliance on notes or visuals	complete; reading	very little
language	fillers; jargon; slang	crisp; effective

TEXT

introduction	unfocused; purpose unclear; significance of subject not stated	brief; informative about division and presentation
body: organization and development	lacking coherence; too detailed/technical	logical; complete; easy to follow
visual aids	unreadable; shown too quickly	clear; relevant; professional looking
knowledge of subject	inadequate	excellent
closing	abrupt; inconclusive	brief; effective; main points summarized

Time:

Appearance:

Other Comments:

Presentations - a checklist

ORAL REPORT EVALUATION

REQUIREMENT	COMMENTS
<p>CONTENT AND ORGANIZATION</p> <ul style="list-style-type: none"> ___ explains why the topic is important ___ is logical and easy to follow ___ presents specific information ___ selects content appropriate for audience ___ clearly develops each main point with examples ___ has effective transitions between sections ___ ends with an effective summary 	
<p>DELIVERY</p> <ul style="list-style-type: none"> ___ shows confidence and enthusiasm (posture, poise, facial expression, voice) ___ shows you are enjoying yourself ___ uses movement and gesture ___ is sincere, straightforward and natural ___ uses pauses and emphasis ___ is not distracting ___ speaks clearly with correct volume and pace ___ uses pointer, reveal, and projector-control ___ looks at everyone ___ handles visuals without distraction ___ completes on time and is not too brief 	
<p>VISUALS</p> <ul style="list-style-type: none"> ___ outline and summarize your presentation ___ emphasize key points ___ help explain difficult concepts ___ are clear and easy to read ___ are simple, uncluttered and bold ___ are neat and make a professional impression ___ are labelled horizontally and correctly ___ are suitable for the audience 	