Oral Presentation Checklist

Presenter:

Evaluator:

For each area on the left, circle one rating on the right. Feel free to add additional comments below.

Starting Tactics:

Introduction needs work, A-OK, super

Pace of Presentation Slow, A-OK, Fast

Apologized yes no

Overhead Transparencies (Presentation Aids):

Too Few/Too Many too few, A-OK, too many

Clear yes no

Checked Projection yes no

Look sloppy, A-OK, professional

Time:

Ran Overtime no, yes, wayyes

Body Stuff:

Waved Hands yes no

Fidgeted yes no

Stood Stock Still yes no

Oration:

Volume too quiet, A-OK, nice & loud

Pace slow, A-OK, fast

Much Ah/Umming yes no

Read Verbatim yes no

Question/Answer Technique:

Repeated Questions yes no

Got Bogged Down/Heckled yes no

Was Prepared for Questions yes no

Comments: