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: