**Presentation check list**

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| --- | --- |
| **Criteria** |  |
| CLEAR STRUCTURE1. Good Title
2. Introduction (speakers)
3. Outline/Introduction
4. Definition
5. Organised/well balanced main body
6. Conclusion
7. Effective final statement
8. Good lead into Q&A
 |  |
| PURPOSE1. clearly stated
2. reiterated/reinforced
3. thought provoking
 |  |
| CONTROL OF INFORMATION1. scripted/semi-scripted/outline
2. clarity
3. examples
4. data
5. appropriate for audience
 |  |
| AUDIENCE/SPEAKER ENGAGEMENT1. position (stand or sit)
2. body language
3. putting audience at ease
4. eye contact
5. jokes
6. anecdotes
7. monitoring audience
 |  |
| TIMING1. Good pace
2. Pauses
3. Respected time limit
 |  |
| SUPPORTING MATERIALS1. appropriate no. of slides
2. images clear
3. amount of text
 |  |
| LANGUAGE 1. Appropriate lexis
2. Appropriate register
3. Rhetorical devices
4. Sign posting
5. Repetition/reiteration
6. Boosting/hedging
7. Idiomatic/figurative language
 |  |
| DELIVERY1. clear pronunciation
2. good intonation
3. appropriate emphasis
 |  |
| ADDITIONAL COMMENTS |  |
| **Criteria** | 6. | 7. | 8. | 9. | 10. |
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| **Criteria** | 11. | 12. | 13. | 14. | 15. |
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| ADDITIONAL COMMENTS |  |
| **Criteria** | 16. | 17. | 18. | 19. | 20. |
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