**Presentation check list**

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| **Criteria** |  | | | | |
| CLEAR STRUCTURE   1. 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 |  | | | | |
| PURPOSE   1. clearly stated 2. reiterated/reinforced 3. thought provoking |  | | | | |
| CONTROL OF INFORMATION   1. scripted/semi-scripted/outline 2. clarity 3. examples 4. data 5. appropriate for audience |  | | | | |
| AUDIENCE/SPEAKER ENGAGEMENT   1. position (stand or sit) 2. body language 3. putting audience at ease 4. eye contact 5. jokes 6. anecdotes 7. monitoring audience |  | | | | |
| TIMING   1. Good pace 2. Pauses 3. Respected time limit |  | | | | |
| SUPPORTING MATERIALS   1. 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 |  | | | | |
| DELIVERY   1. clear pronunciation 2. good intonation 3. appropriate emphasis |  | | | | |
| ADDITIONAL COMMENTS |  | | | | |
| **Criteria** | 6. | 7. | 8. | 9. | 10. |
| CLEAR STRUCTURE   1. 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 |  |  |  |  |  |
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| ADDITIONAL COMMENTS |  | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | 11. | 12. | 13. | 14. | 15. |
| CLEAR STRUCTURE   1. 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 |  |  |  |  |  |
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| DELIVERY   1. clear pronunciation 2. good intonation 3. appropriate emphasis |  |  |  |  |  |
| ADDITIONAL COMMENTS |  | | | | |
| **Criteria** | 16. | 17. | 18. | 19. | 20. |
| CLEAR STRUCTURE   1. 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 |  |  |  |  |  |
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