**Presentation check list – for self-evaluation**

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| **Criteria** |  |
| CLEAR STRUCTURE1. Good Title
2. Introduction (speakers)
3. Outline/Introduction
4. Definition(s)
5. Organised/well balanced main body
6. Conclusion
7. Effective final statement
8. Good lead into Q&A
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| PURPOSE1. clearly stated
2. reiterated/reinforced
3. thought provoking
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| CONTROL OF INFORMATION1. scripted/semi-scripted/outline
2. clarity
3. examples
4. data
5. appropriate for audience
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| 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
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| TIMING1. Good pace
2. Pauses
3. Respected time limit
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| SUPPORTING MATERIALS1. appropriate no. of slides
2. images clear
3. amount of text
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| LANGUAGE 1. Appropriate lexis
2. Appropriate register
3. Rhetorical devices
4. Sign posting
5. Repetition/reiteration
6. Boosting/hedging
7. Idiomatic/figurative language
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| DELIVERY1. clear pronunciation
2. good intonation
3. appropriate emphasis
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| ADDITIONAL COMMENTS |  |