

ORAL PRESENTATION EVALUATION CRITERIA AND CHECKLIST

Presenter's Name _____

Presenter's Topic _____

CRITERIA	Excellent	Good	Fair	Needs Work	COMMENTS
(1) ORGANISATION					
• talk was well-prepared					
• topic clearly stated					
• structure & scope of talk clearly stated in introduction					
• topic was developed in order stated in introduction					
• speaker summed up main points in conclusion					
• speaker formulated conclusions and discussed implications					
(2) CONTENT					
Speaker:					
• was in control of subject matter					
• covered what s/he intended to cover					
• displayed knowledge of topic by referring to other sources					
(3) CONFIDENCE					
Speaker:					
• looked relaxed and confident					
• controlled nervous hand movements					
• used appropriate body language					
• established good eye contact initially					
• maintained eye contact throughout talk					
• was aware of the audience response					
• speaker's movement and posture were relaxed					

CRITERIA	Excellent	Good	Fair	Needs Work	Comments
(4) SPEECH					
• pace was varied and not too rushed					
• volume was appropriate					
• intonation varied & appropriate					
• pronunciation and articulation were clear					
• grammar accurate					
(5) VISUAL AIDS					
• equipment handled with confidence					
• introduced at appropriate times					
• were legible					
• did not contain too much information					
• showed appropriate use of diagrams					
(6) TIMING/MODE OF DELIVERY					
• talk was well-timed					
• time was divided appropriately					
• speaker spoke from notes					
• speaker read text in spoken style					
(7) DISCUSSION MANAGEMENT					
Speaker used appropriate strategies to:					
▪ initiate discussion					
▪ control flow of questions and focus of discussion					
▪ respond confidently					
▪ deflect difficult or irrelevant questions					