

# **Presentation Feedback Criteria**

## **1. Organisation**

- preparedness
- logical sequence
- introduction
- purpose statement
- outline
- sign-posting language
- key points
- summary
- conclusion
- closure
- timing

## **2. Content**

- topic coverage
- relevant to the audience
- informative
- understandable
- interesting
- entertaining

## **3. Language**

- appropriate to audience
- explanation of jargon
- voice
- speed
- volume
- clarity
- intonation
- grammatical accuracy
- correct pronunciation of key words

## **4. Body language**

- eye contact
- use of notes
- stance, enthusiasm

## **5. Visuals**

- appropriate
- supportive
- clear
- handling ICT support

