

Presentation evaluation

Look at these presentation comments and try to say if you manage to achieve them or not.

OPENING

1. Does the opening gain the group's attention? YES / NO
2. Does it indicate what I intend to explain? YES / NO

KEY POINTS

1. Are my key points clearly expressed? YES / NO
2. Are my examples apt and interesting? YES / NO
3. Is each key point summarized or emphasised? YES / NO
4. Are the beginnings and ends of the key points clearly indicated? YES / NO

ENDING

1. Does my summary bring together the main points? YES / NO
2. Is my conclusion clearly stated? YES / NO
3. Do I come to an effective stop? YES / NO

DELIVERY

1. Can the group hear and see me? YES / NO
2. Do I use eye contact to involve but not to threaten? YES / NO
3. Do I use audio-visual techniques effectively? YES / NO
4. Am I fluent verbally? YES / NO
5. Is my vocabulary appropriate to the group? YES / NO
6. Do I make use of pauses and silences? YES / NO
7. Do I vary my intonation? YES / NO
8. Is the organisation of my material clear? YES / NO
9. Can Do? I avoid vagueness and ambiguities? YES / NO
10. Is the presentation as interesting as I can make it? YES / NO

Look at the presentation comments and say how frequently you manage to do it.

OUTCOME/COMPETENCY ACHIEVED?

1. Do I provide appropriate background and context? YES / NO
2. Do I define technical terms used? YES / NO
3. Do I clearly give a thesis/discussion point? YES / NO
4. Do I give the preview and scope of talk near beginning? YES / NO
5. Do I clearly state the main points of the talk? YES / NO
6. Do I provide adequate support? YES / NO
7. Do I summarize the talk? YES / NO
8. Do I draw conclusion from the ideas mentioned? YES / NO
9. Do I deal adequately with the audience's questions. YES / NO
10. Do I ensure an overall coherence to the talk? YES / NO
11. Do I argue logically? YES / NO
12. Do I sustain an argument throughout the talk? YES / NO
13. Do I critically analyse the issue? YES / NO
14. Do I research a topic using library resources? YES / NO
15. Do I provide clear signposting throughout? YES / NO
16. Do I use visual aids effectively? YES / NO
17. Do I use appropriate gestures and eye contact? YES / NO
18. Do I involve the audience, e.g. by asking questions? YES / NO
19. Do I express ideas clearly and audibly? YES / NO
20. Do I present within a time limit? YES / NO