STRUCTURE / CONTENT

LANGUAGE

DELIVERY

STRUCTURE / CONTENT	√/x	Notes
three basic stages		
logical structure		
Transitions / "signalling where to go"		
content		
timing		
LANGUAGE	✓/x	Notes
understandable		
Language used		
appropriate formality		
fluency		
discussion management		
DELIVERY	✓/x	Notes
body language		
eye contact		
voice		
speed		
use of visuals		
COMMENTS AND SUGGESTIONS		