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