

Criteria for evaluating PowerPoint presentations

Context: Was the purpose of the presentation achieved & did it have the intended impact on the audience?

Readability: Could you read the slides?

Format: titles/text/images clearly express the message?

Text: Too much, too little, perfect?

Spelling:

Grammar:

Design: did the slide design enhance the presentation?

Color: Did the colors make the presentation easier or more difficult to view?

Images: Were the pictures clear?

Transition: Were the slide transitions distracting or flowing?

Speed: Were the slide transitions too fast or too slow?

Overall: Did the PPT enhance the presentation?

Suggestions: for the presenter?

Linguistic competence and delivery

Body language: eye contact, addressing the audience or the visuals, etc.

Using the notes: reading from notes, relying heavily on notes, using notes from time to time, mere checking on notes, no notes (spoken utterances fully memorized)

Voice projection: loudness-

clearness-

Speech pace:

Intonation:

Signposting:

Vocabulary: range (level of difficulty)-

pronunciation-

appropriate usage-

Grammar: range-

appropriateness-