

ORGANISATION	
Introduction	
Outline	
Conclusion	
Timing	
SIGNALLING DEVICES + able to follow main points?	
VISUALS	
Use of visual aids (support)	
legible, understandable	
HANDLING QUESTIONS	
VOICE	
loud, clear, expressive enough , appropriate speed	
LANGUAGE LEXIS	
Comprehensible	
Grammar accurate?	
Pronunciation good?	
BODY LANGUAGE	