

ORGANISATION				
Introduction				
Outline				
Ending summary conclusion				
Timing				
Target audience				
SIGNALLING DEVICES - are we able to follow main points?				
VISUALS				
Use of visual aids (support,don't read)				
legible, understandable				
VOICE				
loud,clear,expressive enough,appropriate speed				
LANGUAGE LEXIS				
Comprehensible				
Grammar accurate?				
Pronunciation good?				
BODY LANGUAGE + eye contact				
HANDLING QUESTIONS				