

21W.783 Oral Presentation Checklist

Presenter and topic:

Evaluator:

Starting Tactics:		
	Introduction	needs work, A-OK, super
	Pace of Presentation	Slow, A-OK, Fast
	Apologized	yes no
Overhead Transparencies:		
	Too Few/Too Many	too few, A-OK, too many
	Clear	yes no
	Checked Projection	yes no
	Full Sentence Headings	yes no
	Look	sloppy, A-OK, professional
Time:		
	Ran Overtime	no yes wayyes
Body Stuff:		
	Waved Hands	yes no
	Fidgeted	yes no
	Stood Stock Still	yes no
Oration:		
	Volume	too quiet, A-OK, nice & loud
	Pace	slow, A-OK, fast
	Much Ah/Umming	yes no
	Read Verbatim	yes no
Question/Answer Technique		
	Repeated Questions	yes no
	Got Bugged Down/Heckled	yes no
	Was Prepared for Questions	yes no
Craft:		
	Prepared	yes no
	Structured	needs more, A-OK, super
	Clear Purpose	needs more, A-OK, super
	Development	needs more, A-OK, super

Briefly, what information was conveyed?		
Art:		
	Humor & Enthusiasm	yes no
Briefly, what did you discover?		