ORAL PRESENTATION CHECKLIST

Presenter: ____________________________________________ Date: ____________________

INTRODUCTION

_____ Speaker engages audience attention and interest (relevance, importance, timeliness, etc.).
_____ Speaker clearly identifies thesis, purpose, or central question (focus).
_____ Speaker clearly previews presentation’s structure or content (scope and sequence).
   (If thesis or preview is withheld, is this appropriate and effective?)
   Comments:

DEVELOPMENT

_____ Points are clear and arranged in logical order.
_____ Speaker provides appropriate transitions between points.
_____ Speaker adequately clarifies terms and concepts.
_____ Speaker adequately explains points and supports arguments.
_____ Speaker restates or summarizes points as needed.
_____ Speaker cites sources appropriately (orally or on visuals).
   Comments:

AUDIOVISUAL MEDIA

_____ Media make sense and enhance the presentation.
_____ Speaker effectively integrates media with what is being said.
_____ Speaker provides appropriate transitions between media clips or PP slides.
_____ PP slides are effectively designed (clear, uncluttered, adequate size, good contrast, consistent).
_____ PP slides are correct in terms of spelling, grammar, citations, etc.
   Comments:

CONCLUSION

_____ Speaker summarizes as needed.
_____ Speaker reinforces or re-establishes the thesis, purpose, or central question.
_____ Speaker closes appropriately.
   Comments:

DELIVERY

_____ Speaker uses clear, appropriate language.
_____ Speaker uses appropriate rate and volume.
_____ Speaker uses few “uhhs” and “ums.”
_____ Speaker uses voice expressively.
_____ Speaker makes sufficient eye contact.
_____ Speaker uses nonverbal behavior that supports the message.
   Comments: