

### Checklist for Oral Presentations

**Presentation Evaluation for** (name/topic) \_\_\_\_\_

**Content**

- Stated a clear purpose.
- Created interest in the topic.
- Showed command of the material.
- Supported assertions with evidence.
- Used adequate and appropriate visuals.
- Used material suited to this audience's needs, knowledge, concerns, and interests.
- Acknowledged opposing views.
- Gave the right amount of information.

*Comments*

**Organization**

- Began with a clear overview.
- Presented a clear line of reasoning.
- Moved from point to point effectively.
- Stayed on course.
- Used transitions effectively.
- Avoided needless digressions.
- Summarized before concluding.
- Was clear about what the listeners should think or do.

**Style**

- Dressed appropriately.
- Seemed confident, relaxed, and likable.
- Seemed in control of the speaking situation.
- Showed appropriate enthusiasm.
- Pronounced, enunciated, and spoke well.
- Used no slang whatsoever.
- Used appropriate gestures, tone, volume, and delivery rate.
- Had good posture and eye contact.
- Interacted with the audience.
- Kept the audience actively involved.
- Answered questions concisely and convincingly.

**Overall professionalism:** Superior \_\_\_\_\_ Acceptable \_\_\_\_\_ Needs work \_\_\_\_\_

**Evaluator's signature:** \_\_\_\_\_

**FIGURE 26.5** An Evaluation Checklist for Oral Presentations