

LET - Academic Writing & Language

Evaluating Presentations [Checklist]

Before you make a presentation, it is often helpful to practise or 'rehearse' your presentation. Getting a friend to listen is very useful. Or you could book a tutorial with a member of the Academic Writing and Language (AWL) team, who would be happy to give you feedback about your presentation. This **checklist** may help you, a friend or an AWL lecturer assess your presentation.

1. STRUCTURE AND ORGANISATION	Yes	No	Comments
Clear introduction?			
Clear aims?			
Clear main idea?			
Logical development of ideas?			
Different sections clear?			
Clear links between different sections?			
Clear summarising?			
Clear conclusion?			
2. CONTENT			
Relevance to topic?			
Enough explanation and details?			
Evidence for your point of view/claims?			
Use of sources if necessary?			
Critical analysis?			
3. DELIVERY			
Appropriate speed?			
Appropriate volume (loudness)?			
Clear pronunciation?			
Appropriate pausing?			
Appropriate gestures?			
Appropriate eye contact?			
Appropriate body language?			
Appropriate rapport with audience?			
Appropriate language? (formal, informal, etc.?)			
4. VISUAL AIDS			
Appropriate for topic?			
Clear and easy to read/see?			
OTHER COMMENTS:			