**Presentation skills**

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| **Skills** | **Comments** |  |  |
| The speaker stands correctly. | How does he/she stands? ……stand with confidence ………………………………………….  Does he/she swing or lean? Yes, he swing  Does he/she smile and look interested? ……yes, he does both | Yes |  |
| The speaker maintain eye contact. | How? All time, he keep his eye with his audience | Yes |  |
| The speaker uses his slides correctly. | How many times does he/she looks at the slides?  He never look at the slide, because he haven’t slide ………………………………………………………………………..  Does he/she read what is written on the slides?  No, he doen’t……………………………………………………………………….  Does he/she turn his back to the audience? ……………………  No, he doesn’t |  | No |
| The speaker uses proper hand gesture. | What is his/her resting position? ……he doesn’t have…………………………….  Does he/she move his hands? ………………yes, he does……………………..  When does he/she move his hands?  When explanin to his audience ……………………………..………………………………………………………………………………..  Does he/she make moves higher or lower than his torso? ……………………  Higher than torso | Yes |  |
| The speaker’s voice assists the presentation. | How is his/her voice (volume, speed, clearness)? …clearness……………………………..  How many short and long poses does he/she do? …………………………………  When does he/she pose? ……when he move to the next point …………………………………………………………….  Does he/she has a filler? …yes he has………………………….  If yes, what is it? ……hm……………………………………….  If yes, does he/she use this filler too much? …No, just a little bit ……………………………………… | Yes |  |