**Presentation skills**

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| **Skills** | **Comments** |  |  |
| The speaker stands correctly. | How does he/she stand? …………………………………….  Does he/she swing or lean? ……………………………..  Does he/she smile and look interested? …………………….. | yes |  |
| The speaker maintains eye contact. | How? ……………………………………………………………………….. | yes |  |
| The speaker uses his slides correctly. | How many times does he/she look at the slides? ………………………………………………………………………..  Does he/she read what is written on the slides? ……………………………………………………………………….  Does he/she turn his back to the audience? …………………… | yes |  |
| The speaker uses proper hand gestures. | What is his/her resting position? ………………………………….  Does he/she move his hands? ……………………………………..  When does he/she move his hands? ……………………………..………………………………………………………………………………..  Does he/she make moves higher or lower than his torso? …………………… | yes |  |
| The speaker’s voice assists the presentation. | How is his/her voice (volume, speed, clearness)? ………………………………..  How many short and long poses does he/she do? …………………………………  When does he/she pose? ………………………………………………………………….  Does he/she have a filler? …………………………….  If yes, what is it? …………………………………………….  If yes, does he/she use this filler too much? No, he doesn’t | yes |  |