

Presentation Evaluation Checklist

When reviewing your presentation **ORGANIZATION** you:

- Opened in an interesting way—you grabbed attention
- Made it easy to tell what the topic was about within the first 30 seconds to 1 minute
- Established your credibility/connection to the topic
- Previewed the upcoming points in the order they will appear
- Began with your main theme, then moved to the main parts of your content
- Moved from one point to the next smoothly (transitions)
- Had the right amount of information and organized it thematically (with some coherent pattern)
- Reviewed the main points in your closing remarks before welcoming questions
- Called the audience to action—they knew what was expected (desired) of them

When reviewing your **CONTENT** you:

Tailored to the specific listeners and their needs—the presentation was so unique that it would have to be revised to present to another audience

- Used ample evidence to support ideas (ideas explained clearly)
- Used thorough, logical, and clear examples to make your point
- Tapped into common values of your audience
- Your information blended a mix of stories, concrete examples, metaphors, and vivid language

Your **DELIVERY** demonstrated solid:

- Eye contact: you scanned the room and made direct eye-to-eye contact with most listeners
- Facial expression: varied and looked comfortable, enthusiastic, and friendly
- Gestures: you used hands naturally; kept arms relaxed by sides in between gestures; when gesturing, used appropriate gestures that matched words
- Body movement: your posture was strong and open; avoided pacing, shifting, or fidgeting
- Presence: you seemed self-confident and interacted well with the audience
- Voice: you had a natural conversational inflection and avoided umms, likes, and ahhs

In the QUESTION AND ANSWER you:

Listened to the entire question

Clarified if there was doubt about meaning

Answered with a mini-speech: preview, main response, evidence, review

Built rapport: used name of questioner, checked in before moving on

“Owned” the close