

To give the speaker an idea of how you felt about his/her presentation answer the questions

below. Briefly indicate what you thought of the various aspects of the presentation.

**ORGANISATION and CONTENT**

Opening: How did the speaker open the presentation?

Connection: How did the speaker move from one point to another?

Connection: Were sufficient and correct expressions used to signal the steps in the presentation?

Were the main points sufficiently stressed?

Was the material logically sequenced?

Conclusion: How did the speaker end the presentation?

Length: Was the presentation too short or too long?

**DELIVERY**

Volume: Did the speaker speak loud enough for all to be heard?

Tempo: Did the speaker speak at the right speed?

Expressiveness: Did the speaker vary his/her tone of voice? (i.e. was voice quality varied to avoid monotone delivery?)

Articulation: Did the speaker speak clearly? (No mumbling?)

**AUDIENCE CONTACT**

Did the speaker establish and maintain eye contact with the listeners?

How else did the speaker create rapport?

**BODY LANGUAGE**

Posture: How did the speaker stand during the presentation?

Movement: Did the speaker vary his/her movements? How?

Hands: How did the speaker hold/use his/her hands?

Facial expressions: How did the speaker’s facial expression affect the audience?

Did gesture and body movement seem natural?

**VISUAL AIDS**

Did the content of the visual aids clarify/support the main points?

Did the design of the visuals help the audience to grasp the message?

How did the speaker use the visuals?

**LANGUAGE USE**

Was the presentation delivered in words that the audience could understand?

Was the choice of words correct?

Were references to visual aids correct?

Was the language grammatically correct?

Was the pronunciation clear?

**HANDLING QUESTIONS**

How did the speaker handle audience questions?

**FLUENCY**

Did the presenter speak fluently?