Ross Vine

PRESENTATIONS CHECK SHEET

For each section, please circle the statement which you think applies and write the numerical score in the space at the right of the sheet

A. CONTENT AND ORGANISATION

1. Awareness of audience knowledge and interests

Clear statement of the purpose of the talk and how it related to your interests.
10 9 8 (7) 6 5 4 3

Weak introduction.

No statement of the purpose of the talk or how it is related to your interests.
2 1 0

Score 7

2. Pacing of material

Ideas and facts too thinly spread. Boring.
0 1 2 3 4 5 6 7 8 (9) 10

Ideas and facts well paced: easy to follow.
9 8 7 6 5 4 3 2 1

Ideas and facts too densely packed. Confusing.
0

Score 9

3. Amount of material

Too little (under-ran time).
0 1 2 3 (4) 5

Satisfactory.
4 3 2 1

Too much (over-ran time).
0

Score 4

4. Clarity and organisation

Material logically organised and coherent.
10 9 8 (7) 6 5 4 3

Material weakly organised.
2 1

Material badly organised.
0

Score 7

5. Theme/Dramatic shape

Speaker explained how time was organised and/or gave it some dramatic shape and theme.
5 (4) 3 2

Speaker did not explain how talk was organised. Shapeless talk.
1 0

Score 4

6. Emphasis

Speaker emphasised important points as he went along.
5 (4) 3

Inadequate emphasis.
2 1

Speaker did not emphasise important points.
0

Score 4

7. Summary

Excellent summary of main points.
5 4 3

Inadequate summary.
(2) 1

No summary of main points.
0

Score 2

Maximum possible marks on Content and Organisation: 50 **TOTAL SCORE** 37

B. THE SPEAKER

8. Audibility

Clear.
(5) 4

Difficult to hear.
3 2 1

Inaudible.
0

Score 5

9. Quality

Lively/Varied tone.
(5) 4

Satisfactory.
3 2 1

Dull.
0

Score 5

10. Speed

Too fast.
0 1

About right.
(2) 1

Too slow.
0

Score 2

11. General manner

Agreeable.
(5) 4

Satisfactory.
3 2 1

Poor.
0

Score 5

12. Posture

Awkward and tense.			Relaxed.		Sloppy.		
0	1	2	(3)	2	1	0	Score 3

13. Movement

Too Static.		OK.		Too much.	
0	1	(2)	1	0	Score 2

14. Gestures

Effective/natural.		Satisfactory.	Awkward.	
(3)	2	1	0	Score 3

15. Eye contact

Insufficient.				Satisfactory.			Too much.				
0	1	2	3	4	(5)	4	3	2	1	0	Score 5

Write minus scores if speaker:
Read talk from script (minus 5)
Was too note-bound (minus 4)
Lost track in notes (minus 3)

Maximum possible marks on Speaker: 30 TOTAL SCORE: 30

C. USE OF VISUAL AIDS

16. Positive use of visual aids (blackboard, slides, film, exhibits, demonstrations, etc.)
Add marks – up to 4 per item, maximum + 20:

(a) Helped to emphasise important points. + 4
(b) Helped to pace material. + 2
(c) Legible/Clearly visible. + 2
(d) Right amount of detail. + 2
(e) Added interest to talk. + 2
(f) Adequate time allowed for us to see. + 4
(g) Other. (Specify)

SCORE: + 16

17. Damaging use (or lack) of visual aids
Subtract marks – up to 4 per item, maximum – 20:

(a) Distracted attention from the talk.
(b) Slowed the talk down too much.
(c) Illegible/hard to see.
(d) Too much detail.
(e) Added nothing to the talk/Boring.
(f) Inadequate time for us to see.
(g) Talk badly needed visual aids. (Specify which sort)

SCORE: -

Maximum possible marks on Visual Aids: 20 TOTAL SCORE: 46/50 +16

Speaker and Visual Aids Score weighted to 30%: 46/50 = 27½/30

COMMENTS:

GRAND TOTAL SCORE (Maximum 100)