

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. Weak introduction. No statement of the purpose of the talk or how it is related to your interests.
 10 (9) 8 7 6 5 4 3 2 1 0 Score 9
2. Pacing of material
 Ideas and facts too thinly spread. Boring. Ideas and facts well paced: easy to follow. Ideas and facts too densely packed. Confusing.
 0 1 2 3 4 5 6 7 8 9 10 9 (8) 7 6 5 4 3 2 1 0 Score 8
3. Amount of material
 Too little (under-ran time). Satisfactory. Too much (over-ran time).
 0 1 2 3 4 (5) 4 3 2 1 0 Score 5
4. Clarity and organisation
 Material logically organised and coherent. Material weakly organised. Material badly organised.
 10 9 8 (7) 6 5 4 3 2 1 0 Score 7
5. Theme/Dramatic shape
 Speaker explained how time was organised and/or gave it some dramatic shape and theme. Speaker did not explain how talk was organised. Shapeless talk.
 5 (4) 3 2 1 0 Score 4
6. Emphasis
 Speaker emphasised important points as he went along. Inadequate emphasis. Speaker did not emphasise important points.
 5 (4) 3 2 1 0 Score 4
7. Summary
 Excellent summary of main points. Inadequate summary. No summary of main points.
 5 4 (3) 2 1 0 Score 3

Maximum possible marks on Content and Organisation: 50 TOTAL SCORE 40

B. THE SPEAKER

8. Audibility
 Clear. Difficult to hear. Inaudible.
 5 (4) 3 2 1 0 Score 4
9. Quality
 Lively/Variied tone. Satisfactory. Dull.
 (5) 4 3 2 1 0 Score 5
10. Speed
 Too fast. About right. Too slow.
 0 1 (2) 1 0 Score 2
11. General manner
 Agreeable. Satisfactory. Poor.
 (5) 4 3 2 1 0 Score 5

12. Posture
Awkward and tense. 0 1 (2) Relaxed. 3 2 Sloppy. 1 0 Score 2
13. Movement
Too Static. 0 1 OK. (2) 1 Too much. 0 Score 2
14. Gestures
Effective/natural. (3) 2 Satisfactory. 1 Awkward. 0 Score 3
15. Eye contact
Insufficient. 0 1 (2) 3 Satisfactory. 4 5 4 Too much. 3 2 1 0 Score 2

Write minus scores if speaker:

Read talk from script (minus 5)

Was too note-bound (minus 4)

Lost track in notes (minus 3)

Tend to read from slides -3

Maximum possible marks on Speaker: 30 TOTAL SCORE: 25

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. + 2
(b) Helped to pace material. + 1
(c) Legible/Clearly visible.
(d) Right amount of detail.
(e) Added interest to talk. + 2
(f) Adequate time allowed for us to see. + 3
(g) Other. (Specify)

SCORE: + 9

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. *Text too small -3*
(d) Too much detail. *Too much text -3*
(e) Added nothing to the talk/Boring.
(f) Inadequate time for us to see.
(g) Talk badly needed visual aids. (Specify which sort)

SCORE: - 6

Maximum possible marks on Visual Aids: 20 TOTAL SCORE: +3

Speaker and Visual Aids Score weighted to 30%:

28/50 = 17/30

COMMENTS:

GRAND TOTAL SCORE (Maximum 100) _____