

Presentation Skills Checklist

Speaker: _____ Evaluator: _____ Date: _____

DELIVERY	CONTENT
The speaker greeted the audience warmly.	The opening got my attention .
I could hear the speaker.	The introduction told us what to expect from the presentation.
I could understand the speaker.	The purpose of the talk was clear .
The talk was delivered with warmth and conviction .	The talk's structure was logical .
The presentation seemed practiced .	The presentation was well-suited to the audience .
The speaker involved the audience .	The content was interesting .
The talk included effective examples and illustrations.	The speaker summarized the main points before finishing.
The speaker responded to questions and comments effectively and with calm courtesy.	The presenter ended on time .
The speaker defined technical terms as needed.	The talk ended on a strong final line or idea.
BODY LANGUAGE	VISUAL AIDS
The speaker showed enthusiasm .	The speaker used accessible and inclusive visual aids .
The speaker had good eye contact with the audience.	I could read the material from where I was sitting.
The speaker showed no distracting movements or gestures.	The visual aids got the point across in a clear and simple way .
The speaker smiled .	The speaker did not block the screen or flipchart.
The speaker used gestures to help communicate ideas visually.	The speaker talked to the audience rather than to the screen or flipchart.