

Presentation Skills Checklist

Speaker: _____

Evaluator: _____

Put a ✓ everywhere you agree with the statement.

Delivery	Content
<input type="radio"/> The speaker greeted the audience warmly.	<input type="radio"/> The opening got my attention.
<input type="radio"/> I could hear the speaker.	<input type="radio"/> The introduction told me what to expect from the presentation.
<input type="radio"/> I could understand the speaker.	<input type="radio"/> The purpose of the talk was clear.
<input type="radio"/> The talk was delivered with warmth and feeling.	<input type="radio"/> The talk was designed in a logical way from beginning to middle and end.
<input type="radio"/> The talk was delivered with personal conviction from both the speaker's mind and heart.	<input type="radio"/> The presentation was well-suited to the audience.
<input type="radio"/> The presentation seemed practiced.	<input type="radio"/> The content was interesting to me.
<input type="radio"/> The presenter involved the audience.	<input type="radio"/> The speaker summarized the main points before finishing.
<input type="radio"/> The speaker handled questions and comments with calm courtesy.	<input type="radio"/> The speaker let us know when the talk was over.
<input type="radio"/> The talk contained effective examples and illustrations.	<input type="radio"/> The talk ended on a strong final line or idea.
<input type="radio"/> The presenter defined technical terms and statistics for us.	<input type="radio"/> The presenter ended on time.
Body Language	Visual Aids
<input type="radio"/> The speaker stood during the presentation.	<input type="radio"/> The speaker used visual aids.
<input type="radio"/> The speaker had good eye contact with the audience.	<input type="radio"/> I could read the material from where I was sitting.
<input type="radio"/> The speaker showed no distracting movements or gestures.	<input type="radio"/> The visual aids got the point across in a clear and simple way.
<input type="radio"/> The speaker smiled.	<input type="radio"/> The speaker did not block the screen or flipchart.
<input type="radio"/> The speaker used his/her hands to help communicate ideas visually.	<input type="radio"/> The speaker talked to the audience rather than to the screen or flipchart.
<input type="radio"/> The speaker tried to use verbal focusing techniques.	<input type="radio"/> The visual aids used key words rather than sentences.