**ORAL PRESENTATION EVALUATION CRITERIA AND CHECKLIST**

Presenter’s Name                                Paper number                       Evaluator’s Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRITERIA** | **Excellent** | **Good** | **Fair** | **Needs Work** |
| **(1) ORGANISATION** |   |   |   |   |
| talk was well-prepared |   |   |   |   |
| topic clearly stated |   |   |   |   |
| structure & scope of talk clearly stated in introduction |   |   |   |   |
| topic was developed in order stated in introduction |   |   |   |   |
| speaker summed up main points in conclusion |   |   |   |   |
| speaker formulated conclusions and discussed implications |   |   |   |   |
| **(2) CONTENT** |   |   |   |   |
| **Speaker:** |   |   |   |   |
| was in control of subject matter |   |   |   |   |
| covered what s/he intended to cover |   |   |   |   |
| displayed knowledge of topic by referring to other sources |   |   |   |   |
| **(3) CONFIDENCE** |   |   |   |   |
| **Speaker:** |   |   |   |   |
| looked relaxed and confident |   |   |   |   |
|  controlled nervous hand movements |   |   |   |   |
| used appropriate body language |   |   |   |   |
|  established good eye contact initially |   |   |   |   |
| maintained eye contact throughout talk |   |   |   |   |
| was aware of the audience response |   |   |   |   |
| **(4) SPEECH**pace was varied and not too rushed |   |   |   |   |
|  volume was appropriate |   |   |   |   |
|  intonation varied & appropriate |   |   |   |   |
|    pronunciation and articulation were clear |   |   |   |   |
|  grammar accurate |   |   |   |   |
| **(5) VISUAL AIDS** |   |   |   |   |
|  equipment handled with confidence |   |   |   |   |
|  introduced at appropriate times |   |   |   |   |
|  were legible |   |   |   |   |
|  did not contain too much information |   |   |   |   |
|  showed appropriate use of diagrams |   |   |   |   |
| **(6) TIMING/MODE OF DELIVERY** |   |   |   |   |
|  talk was well-timed |   |   |   |   |
|  time was divided appropriately |   |   |   |   |
|  speaker spoke from notes |   |   |   |   |
|  speaker read text in spoken style |   |   |   |   |
| **(7) DISCUSSION MANAGEMENT** |   |   |   |   |
| **Speaker used appropriate strategies to:** |   |   |   |   |
|    initiate discussion |   |   |   |   |
|    control flow of questions and focus of discussion |   |   |   |   |
| respond confidently |   |   |   |   |
| **GENERAL COMMENTS** |  |