**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** |  | | | | | | |