

## Presentation & Q&A evaluation criteria

### **1. Content and organization**

- i) *Did the presentation have clear key points?*
- ii) *Were all the stages related to the key points?*
- iii) *Was the presentation logically and cohesively presented? (eg. clear stages, use of connectives)*
- iv) *Did the presenter consider the type of audience? (eg. level of difficulty/interest)*

### **2. Delivery (eg. speed/timing/body language)**

- i) *Did the presenter speak too fast?*
- ii) *Could the presenter be heard?*
- iii) *Did the presenter try to address the audience directly (eg. looking at the audience)?*
- iv) *Were there any problems with body language (eg. shifting on feet, scratching head)?*
- v) *Did the presenter use the correct time allocation? (ie. not too short or too long)*
- vi) *Was pronunciation or accent difficult for you to understand?*

### **3. Visuals (eg. PowerPoint slides)**

- i) *Did the visuals help you to understand the presentation key points? (eg. repeating key slides)*
- ii) *Did the visuals have too much writing on them?*
- iii) *Did the visuals have too many pictures/figures/graphs on each slide?*
- iv) *Were there any mistakes in the visuals? (eg. spelling, grammar)*
- v) *Did the visuals look professional? (eg. layout/consistently formatted)*
- vi) *Was the writing on the visuals too small for you to see?*

### **4. Q&A (presenter)**

- i) *Were questions addressed appropriately?*
- ii) *Did answers have sufficient detail?*
- iii) *Were unclear questions checked?*

### **5. Q&A (questioner)**

- i) *Was there active participation in other presenter Q&A?*
- ii) *Were unclear answers addressed appropriately?*

