

Presentation course 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) Did the presenter use effective pausing?*
- iii) Could the presenter be heard?*
- iv) Did the presenter try to address the audience directly (eg. looking at the audience)?*
- v) Were there any problems with body language (eg. shifting on feet, scratching head)?*
- vi) Did the presenter use the correct time allocation? (ie. not too short or too long)*
- vii) 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 text 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 anything on the visuals too small for you to see? (eg. writing)*