

School of Business
Oral Presentation Check Sheet

CATEGORY

RESPONSIBILITIES

Content

- I used a strong attention-getting device.
 - I used words that the audience could understand.
 - My vocabulary was strong and unambiguous.
 - I used facts and logical appeals where appropriate.
 - I used opinions or emotional appeals where appropriate.
 - I used supportive details.
 - The information I gave was valuable.
 - I stayed focused; I did not stray off my topic.
 - I was well informed on my topic.
 - I presented information that others didn't know.
 - I was able to answer questions from the audience.
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Delivery

- My body language was alert and relaxed.
- My voice varied in pitch; it was not monotone.
- I used meaningful gestures.
- I used notes sparingly. I did not read from them unless presenting a quote.
- I used standard grammar.
- I didn't hesitate or lose my place.
- I didn't use filler words (e.g., uhm, uh, ah, like, mm).

Oral Presentation Check Sheet

- I didn't call attention to my errors by apologizing.
- I didn't fidget, rock back and forth, or pace.
- I maintained good posture.
- I maintained eye-contact most of the time.
- I spoke to the entire audience, not just one or two people.
- My pronunciation was clear and easy to understand.
- My rate of speech was neither too fast nor too slow.
- My volume was neither too loud nor too soft.

Organization

- The audience could predict the presentation's basic structure from the introduction.
- I organized ideas in a meaningful way.
- My topic was stated clearly in the introduction.
- My introduction included a statement of the main points.
- My introduction was clear and easy to understand.
- I included necessary background information.
- The body of the presentation contained support for the main points.
- I used helpful transitions between main points (e.g., "First of all...", "or "Similarly...."
- Ideas flowed logically from one point to the next.
- My presentation had a strong conclusion.
- The conclusion had a clear call to action or belief.
- The conclusion summarized what I thought about the topic.
- The audience could distinguish the introduction, body and conclusion.

Oral Presentation Check Sheet

Presentation A

- Presentation aids were used during the speech.
- Presentation aids were relevant to the topic.
- Presentation aids enhanced the speech or helped people remember the main points.
- Visual aids were easy to read or see.
- Audio aids were easy to hear.
- Handouts and/or visual aids contained no spelling or grammar errors.

Resources

- I used credible library resources.
- I used credible Internet resources.
- I used interviews with others as a resource.
- I cited my resources using the prescribed format.
- I gave credit to the resources in my speech.
- A bibliography was available for the audience members.
- I put things in my own words.