

Checklist for Oral Presentations

The following is an example checklist that might be used when evaluating oral presentations. The student should consider such basic criteria when preparing oral communications.

Presenter (print):

Title of Presentation (print):

Course:

End Time:

Section:

Start Time:

Evaluator:

Elapsed Time:

Organization and Content (45%):	Poor		Avg.	Excellent	
Appropriate Introduction	1	2	3	4	5
Clear Thesis	1	2	3	4	5
Presentation Organization	1	2	3	4	5
Adequate Support for Ideas (Weighted 2x)	2	4	6	8	10
Definite Conclusion	1	2	3	4	5
Visual Aids (Appropriateness & Effectiveness)	1	2	3	4	5
Q & A Session-Knowledge of Topic	1	2	3	4	5
Use of Allotted Time	1	2	3	4	5
Presence (15%):					
Physical Appearance, Neatness, and Grooming	1	2	3	4	5
Posture, Gestures, and Movement	1	2	3	4	5
Eye Contact	1	2	3	4	5
Delivery and Grammar (40%):					
Enthusiasm and Vocal Variation (freedom from monotone)	1	2	3	4	5
Preparation and Knowledge of Materials	1	2	3	4	5
Effectiveness of Delivery Method	1	2	3	4	5
Vocabulary and Use of Appropriate Words	1	2	3	4	5
Freedom from Distracting "Uh"s & "Like"s, etc.	1	2	3	4	5
Pronunciation, Enunciation, Audibility, and Clarity	1	2	3	4	5
Grammar (Weighted 2x)	2	4	6	8	10

Total score out of a possible 100 points: Grade:

Comments: