Presentation Assessment Criteria

Check list

Here are some useful tips to check before you give your presentation

1. Overall

Overall

- Audience – be aware of your audience.
- Objectives – have clear objectives (to inform, persuade, welcome etc.,)

Structure
Be Perfect in
- Planning – have a clear structure and a sense of timing
- Rehearse - Rehearse it until you feel comfortable with it.
- Organization – have clear connections between the different parts or ideas
- Information – make sure what you deliver is interesting and relevant to your audience
- Impact – make sure that you have a strong introduction and conclusion

Delivery
- Clear, simple and fluent
- Correct speed/ Maintain a tempo
- Use of natural spoken language
- Use of pauses for emphasis

Body language

- Use of strong clear gestures for emphasis
- Good eye contact with the audience
- Positive, confident, and relaxed manner
- Avoid distracting gestures

Visual aids
- Clear and simple messages
- Efficient, professional use of equipment

2. Introduction
- Introduce yourself – your name and position
- Give the title/subject of your presentation
- Explain the purpose of your presentation
- Say how long you will take
- Summarize the main parts or points you will cover
- Mention any visual aids you will use
- Inform the audience when they may ask questions

3. Main Part
- Relevant content
- Clear organization
- Appropriate argument
- Linking/Sequencing of ideas

4. *Language*
- Eye contact
- Language – less complex
- Sentence length – shorter
- Signposting. Your talk should be clearly structured, and the language you use should signpost the structure (main points/ examples/ digressions/ summary and so on).

5. *Visuals*

Design
- Do not just repeat what you say.
- Avoid providing too much of information.
- Use visuals to support what you say.
- Use only key words, not the lines of text.
- Use the right kind of visual for your topic.
- Use appropriate color (but not too much).

Use
- Do not use too many visuals.
- Do not read from the visual.
- Make sure the visuals are clear.
- Use a pointer/masking if it is appropriate.
- Look at the audience as much as possible.
- Do not stand in front of the visual – can the audience see?

6. *Conclusion*
- Clear signal to end
- Clear summary
- Conclusion
- Invitation for questions

General Expressions for use in Presentations

Good Morning / Afternoon / Hello

Ladies / Fellow Students (and Staff)

…. and welcome

..We / I'd like to welcome you to

My / our presentation

About / on the subject of……………..

The subject I / we have chosen for / our presentation is…………………

The subject I / we would like to present you today is …………..

I' d like to, if I may,………………..

Moving on my next point

So / Now /

To conclude / finish up this section / part of the presentation,

I'll (just) mention / point out

(So,) that is my part of the presentation finished / completed

(So,) now, I'll hand (you) over to (may colleague) XYZ

to talk about…………………./ to tell you about …………/to explain……..

Thank you (very much) XYZ

As XYZ / my colleague just mentioned, I'll be talking about…………………

I'll speak about / talk about / tell you about / explain/

Well, thank you, that is the end of the presentation

But if you have / there are any questions
(either) my colleagues or I / My colleagues and I
Will be pleased / will try to answer them