

## Presentation Review

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Presenter: \_\_\_\_\_

Total: \_\_\_\_\_ /100%

Presentation skills Ian Henderson (professional speaker)

- Start with interesting stat, or fact or story
- Keep is short ~25-30 min max. (adult attention span) - "Presentation should be like a miniskirt, long enough to cover the vital scenes but short enough to keep interest"
- Vary vocal tone (not monotone)
  - Tone change adds interest
  - Pause and silence are also important to ensure information is taken in
- Too reliant on power point
  - 6 points with 6 or less word per slide
  - Less is more
- Audience is most important - show you care about them
  - Good eye contact
  - You are there for them
- Give purpose or outcome for presentation
  - Why should they listen to you? what is in it for them
  - This is what it is; this is why it is good; this is why it is good for you
- Into hook with in first 2 minutes
  - Get them involved
  - Ask a question or give a statistic for discussion
- Clear structure
  - Give outline of where you are going
  - 3 key points with 3 subpoints each
  - Effective close
- 9. Know your material
  - Do not read excessively from notes (shows lack of confidence and takes away from credibility)
  - When addressing a question, repeat the question so the entire audience is able to hear it
  - Practice, practice, practice
- No movement or excess movement
  - Video self for poor habits or body language
- Powerful and natural close, with summary of key points and what is expected of audience

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Circle or check one number from each category, use whole numbers only. Below are descriptions of some of the ranges.  
A score of '4' or '2' is somewhere in the middle.

Content		excellent    fair    developing					Comments	Total
1	States purpose	5	4	3	2	1		/25
2	Organized content	5	4	3	2	1		
3	Supports ideas (references)	5	4	3	2	1		
4	Gives examples	5	4	3	2	1		
5	Summarizes main points	5	4	3	2	1		

Delivery		excellent    fair    developing					Comments	Total
1	Engages audience	5	4	3	2	1		/25
2	Stage presence	5	4	3	2	1		
3	Audio/visual support	5	4	3	2	1		
4	Meets time requirement	5	4	3	2	1		
5	Response to questions	5	4	3	2	1		

### Content

1. States Purpose
  5. Clear purpose to capture audience attention, clearly adheres to its purpose throughout presentation (thoughtful introduction & conclusion)
  3. Purpose given; adequately defines a main idea & adheres to purpose throughout presentation (adequate introduction & conclusion)
  1. Purpose not evident; insufficiently defines a main idea (missing introduction and/or conclusion)
2. Organized content
  5. Logical organization & fluid transition to engage audience attention (sticks to topic throughout speech)
  3. Logical sequence audience can follow (only strays from topic one time)
  1. Ineffective sequence confusing to the audience (strays from topic more than one time)
3. Supports Ideas (references)
  5. Important details & new referenced research connect audience to topic (supporting details are referenced, well-balanced throughout the presentation)
  3. Basic details given to understand topic with some references (supporting details are referenced & balanced throughout most of the presentation)
  1. Ideas are unsupported (few or no references are given)
4. Gives examples
  5. Relevant case study to interest audience & develop main idea
  3. Examples relate to topic
  1. Examples are missing or unrelated
5. Summarizes main points
  5. Conclusion unites key points & encourages future discussion
  3. Conclusion summarizes main ideas
  1. No conclusion given

### Delivery

1. Engages Audience
  5. Language, examples & aids work together to heighten audience interest; consistently employs standard grammar (does not use slang & speaks professionally)
  3. Adequately exhibits poise, enthusiasm & confidence (somewhat rehearsed, appears somewhat comfortable & passionate speaking)
  1. Presentation is uninteresting; vocabulary is awkward or inappropriate
2. Stage presence
  5. Speaks clear, modifies tone, speed & volume; good eye contact & body language; effective use of hand movement, pointing, or gestures
  3. Speaker avoids distracting vocal filler or physical mannerisms; adequately modifies tone, speed & volume of voice; uses hand movement, pointing, or gestures
  1. Vocal filler (umm/ahh) through out presentation; speed & volume are inappropriate; speaker depend heavily on written notes
3. Visual /audio support
  5. Visual aids enrich or reinforce presentation (items are used to support speech content; items are attractive; videos do not exceed 20% of speech time)
  3. Visual aids that relate to presentation, all items relate to topic & are neat, videos do not exceed 30% of speech time
  1. Ineffective visual aids, contain non-related or distracting items - inappropriate sized fonts, pictures, video, demonstrations
4. Meets time requirement
  5. Adheres to prescribed time guidelines exactly (7-10 minutes)
  3. Adheres to prescribed time guidelines (within +/- 2 minute)
  1. Violates prescribed time guidelines (more than +/- 2 minutes, and did not request extra time)
5. Response to questions
  5. Confidently, politely, & accurately responds to questions & comments
  3. Politely & usually accurately responds to questions & comments (somewhat lacks confidence in answering questions)
  1. Ineffectively responds to questions & comments

Signature: \_\_\_\_\_