

Checklist for Effective Presentations

Presenter: _____

Area	Notes
Effective Content	
1. Introduction: Speaker engages audience attention and interest (relevance, importance etc.).	
2. Introduction: Speaker clearly identifies thesis, purpose, or central question(s).	If it was well done, you should be able to summarize the thesis here:
3. Points, Case Studies or Readings are clear and arranged in logical order to support the central argument.	
4. Speaker makes good choices about how much detail to include.	
5. Good transitions from one section of the paper to the next.	
6. Speaker cites sources appropriately (orally or on visuals).	
7. Conclusion: Speaker summarizes as needed.	
8. Conclusion: Speaker reinforces or re-establishes the thesis, purpose, or central question(s).	
9. Speaker closes appropriately.	

Effective Slides

10. Speaker effectively integrates slides with what is being said.	
11. PP slides are effectively designed (clear, uncluttered, adequate size, good contrast, consistent).	
12. Limited amount of text on a slide; good use of illustrations and concise, careful use of language	
13. Correct grammar, spelling, punctuation	

Effective Oral Delivery

14. Speaker uses appropriate speed and adequate volume.	
15. Speaker uses few "uhs" and "ums."	
16. Speaker uses voice expressively (speaks with enthusiasm for his/her subject).	
17. Speaker makes sufficient eye contact (takes turns looking at all parts of the room; smiles).	
18. Good pace and timing	