

# Oral Presentation Evaluation Checklist

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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).

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.

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**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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**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.

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**Presentation Aids** 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.

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**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.