

# Presentation Assessment Sheet

**Presenter:**

**Tutor:**

<b>1. STRUCTURE OF TALK</b>							
<b>Sequencing of Material</b>	Poor sequencing and linkage	1	2	3	4	5	Good sequencing – well linked
<b>Coverage of Material</b>	Poor coverage of subject area. Main points not clearly signposted.	1	2	3	4	5	Subject area well covered. Clear signposting of main points.
<b>2. DELIVERY</b>							
<b>Appearance</b>	Appears poorly prepared	1	2	3	4	5	Appears well prepared
<b>Delivery</b>	Poor delivery in terms of: voice clarity, stance/ gestures, eye contact with audience, handling of audience.	1	2	3	4	5	Good delivery in terms of: voice clarity, stance/ gestures, eye contact with audience.
<b>3. VISUAL AIDS</b>							
<b>Quality</b>	Poorly prepared.	1	2	3	4	5	Well prepared.
<b>Handling</b>	Inappropriate/ did not fit well with talk	1	2	3	4	5	Appropriate/ fitted well with talk
<b>4. QUESTION HANDLING</b>							
<b>Knowledge of subject, clarity and relevance of answers.</b>	Questions poorly handled.	1	2	3	4	5	Questions well handled.

**Comments:**

**Total mark:**

**out of 35**