

Presentation Assessment Sheet

Presenter:

Tutor:

1. STRUCTURE OF TALK							
Sequencing of Material	Poor sequencing and linkage	1	2	3	4	5	Good sequencing – well linked
Coverage of Material	Poor coverage of subject area. Main points not clearly signposted.	1	2	3	4	5	Subject area well covered. Clear signposting of main points.
2. DELIVERY							
Appearance	Appears poorly prepared	1	2	3	4	5	Appears well prepared
Delivery	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.
3. VISUAL AIDS							
Quality	Poorly prepared.	1	2	3	4	5	Well prepared.
Handling	Inappropriate/ did not Fit well with talk	1	2	3	4	5	Appropriate/ fitted well with talk
4. QUESTION HANDLING							
Knowledge of subject, clarity and relevance of answers.	Questions poorly handled.	1	2	3	4	5	Questions well handled.

Comments:

Total mark:

out of 35