

Presentation Checklist

Rate the presentation according to each guideline below. Use this 1-5 scale and provide suggestions in the space provided:

1 (needs much more work) | 2 (needs some more work) | 3 (acceptable) | 4 (good) | 5 (excellent)

Guideline 1: Define your presentation's objectives. Introduced group and organized introduction according to BLUF methodology.

Guideline 2: Select the form of oral delivery best suited to your purpose and audience. Presentation was well-organized and discussed work completed, problems encountered, solutions to these problems, and work to be completed/timeline. Conclusion wrapped up. Presentation technique was professional (no gum, hats, etc.).

Guideline 3: Focus on a few main points. Didn't overwhelm audience with details and ensure your slides make points.

Guideline 4: Use a simple structure and help your listeners follow it. Used transitions between topics and introduced group mates.

Guideline 5: Use a conversational style. Projected well, spoke to audience not slides.

Guideline 6: Look at your audience. Maintained eye contact and didn't stare at slides.

Guideline 7: Prepare for interruptions and questions and respond courteously. Familiar with topic and research.

Guideline 8: Fully integrate graphics into your presentation. Slides follow the HATS and CARP methodologies.

Additional comments: