

Writing Center
**INDIVIDUAL/ GROUP PRESENTATION
 EVALUATION CHECKLIST**

PRESENTER'S NAME:
 COURSE/ SECTION/ LEVEL:

TOPIC:
 DATE:

COMPONENTS	CRITERIA	EVALUATION				
		MEM.1	MEM. 2	MEM. 3	MEM. 4	MEM. 5
ORGANIZATION & CONTENT	The presenter is observed and evaluated on the basis of the following:					
	1. Starting with a warm and precise opening indicating the <u>objective</u> and the <u>procedures</u> followed in the presentation					
	2. Giving the topic, scope, objective/ thesis, or organizational plan with time and resources and the main support points in a frame to present the overall view					
	3. Making clear links between the objective/ thesis, support/ progress, highlighting the main points/ milestones and elaborating on each item with adequate emphasis					
	4. Giving support examples, visuals-- charts/ graphs/ diagrams with smooth/ meaningful transitions					
	5. Having a strong conclusion emphasizing the objective and the achievement [thesis& argument] with a message					
	6. Having effective timing for opening, body, conclusion, and round up					
	7. Rounding up at the end without repetition					
USE OF LANGUAGE FLUENCY ACCURACY & CHOICE OF VOCABULARY	1. Maintaining flow of speech with natural pauses and speech markers/ attention pointers					
	2. Having no unfinished sentences					
	3. Using variety of structures suitable to the task – no sentence forms, but phrases					
	4. Giving the audience the opportunity to comprehend with no grammar & usage mistakes to restrict the understanding					
	5. Using vocabulary in the right form & context					
	6. Having good range of vocabulary for academic purposes					
PRESENTATION TECHNIQUES	1. Making sentences comprehensible with no strain on the listener/ audience					
	2. Having the correct stress and intonation patterns to emphasize important points or questions					
	3. Producing no utterances affected by Lang. 1					
	4. Controlling voice to make the speech effective and laudable					
	5. Keeping the audience alert and highly interested showing self motivation					
	6. Using visual aids properly and effectively					
	7. Making meaningful eye contact with all participants, NOT only a group					
	8. Showing self-control by body talk– poise/ posture/ gestures					
	9. Having good usage of note-cards prepared in advance, BUT NEVER A4 size paper or a notebook					
	10. Not getting attached to note cards/ lap top/ white screen, the floor or the ceiling					
	11. Not turning his/ her back to the audience for a demonstration on the board or screen					
	12. Showing communicative ability by asking questions to elicit response from the audience and encouraging answers					
	13. Using an ice-breaker appealing to audience's sense of humour					
	14. Evaluating response from the audience, answering questions, restating/ paraphrasing if some points are vague					
	15. Giving instructions clearly if different activities are expected from the audience					
	16. Maintaining interaction with oral material, audio-visuals, written material, questions, and supplementary handouts					

EVALUATION/ ASSESSMENT MADE BY: