

Assessing Oral Presentations

Use the table below to give feedback on this oral presentation. Put a tick in the box that best describes what you thought about each aspect of the presentation, according to the criteria and prompt questions in the first column. These marks will give the presenter an indication of their strengths and areas for improvement. However, even more valuable are the comments that you are able to give, which justify the mark you have allocated, and identify for the presenter what you considered to be particular strengths or suggestions for improvement.

| Criteria and prompt questions | Unacceptable | Acceptable | Good | Very good | Impressive | Comments (e.g. identify particular strengths or suggestions for improvement) |
|--|---------------------|-------------------|-------------|------------------|-------------------|--|
| <u>Audibility</u> Can you hear clearly throughout? | | | | | | |
| <u>Pace</u> Is the pace of the speech, or flow of ideas, too fast or too slow? | | | | | | |
| <u>Fluency</u> Is the speech pattern fluent, indicating familiarity with the material and rehearsal of delivery? | | | | | | |
| <u>Tone and Energy</u> Is there sufficient variation in tone? Does the presenter seem enthusiastic? | | | | | | |
| <u>Eye Contact</u> Is the presenter making eye contact across the audience and avoiding becoming note-bound? | | | | | | |
| <u>Body Language and Gesture</u> Is the presenter's posture upright and confident? Does their movement and gesture enhance, not distract from, what they are saying? | | | | | | |
| <u>Appropriateness to the Audience</u> Is the content and approach relevant, interesting and engaging? | | | | | | |
| <u>Structure and Cohesion</u> Was the structure clearly outlined? Is the order logical and easy to follow? Is it signposted throughout? Is the balance of various elements effective? Is timing accurate? | | | | | | |
| <u>Use of Visual Aids</u> Is there a suitable amount? Are they easy to read? Do they effectively support the oral delivery? Does the presenter use them competently? | | | | | | |