

Presentation Skills Checklist

Presenter: _____

Vocal Quality Volume, Speed, Pausing & Emphasis on Key Points, Diction	Structure Opening got my attention, Introduction told me what to expect, Well structured, Summarized main points before finishing, Ended on a strong final idea.
T-Zone Eye contact, includes everyone, sides, ends, Used facial expression	Body Language Moved comfortably in the space, Used his/her hands to help communicate ideas visually, No distracting movements.
Involving the Audience The talk contained effective examples, illustrations, stories, analogies; Involved audience; Defined technical terms	Visual Aids Visual aids got the point across in a clear and simple way; The presenter did not block the screen or flipchart, Talked to the audience rather than to the screen or flipchart.
<u>Specific area to work on:</u>	<u>Specific Strength:</u>