

ACADEMIC PRESENTATIONS

CHECKLIST

Self-evaluation checklist for academic presentations

Ask yourself the following questions, and see if you have any areas where you can enhance your presentation technique.

Aspect of presentation	How did I do? Poor = 1 Excellent = 5	How could I improve this aspect of my presentation?
Did I make my points clearly? <i>Note: did you use jargon/slang? Did you say "ummm...." or pause a lot?</i>	1 2 3 4 5	
Did I begin with a brief outline?	1 2 3 4 5	
Did I sum up at the end? How well did I finish?	1 2 3 4 5	
How good was my introduction?	1 2 3 4 5	
How appropriate were my visual aids/handouts? <i>Note: did they have a consistent theme? Were they easy to read? Were there too many words on each slide?</i>	1 2 3 4 5	
Did I move logically from one point to the next?	1 2 3 4 5	
Did I give good examples to support my points?	1 2 3 4 5	
Did my presentation fully answer the question/topic, and was all the information relevant?	1 2 3 4 5	
Did I make good eye contact with the audience?	1 2 3 4 5	
Was my facial expression and appearance appropriate for the subject? <i>Note: did your appearance match the content of the presentation?</i>	1 2 3 4 5	
Was my use of grammar correct? <i>Note: if you aren't sure, feel free to ask us – bal-ast@port.ac.uk</i>	1 2 3 4 5	
Could I be heard and understood?	1 2 3 4 5	

Aspect of presentation	How did I do? Poor = 1 Excellent = 5	How could I improve this aspect of my presentation?
Did I manage to deliver the presentation without using notes? <i>Note: some notes are fine, but reading from a script may be a bad idea.</i>	1 2 3 4 5	
To what extent had I planned for emergencies? <i>Note: did you bring handouts, or have a plan in case the IT facilities didn't work?</i>	1 2 3 4 5	