

ORAL PRESENTATION CHECKLIST

Preparation

- All materials are organized and ready
- Volunteers are prepared
- Time expectations are observed
- Student has rehearsed sufficiently by pronouncing words properly and understanding content

Learning

- Ideas are organized in a meaningful way
- Ideas flow logically
- Sufficient information is included
- New vocabulary is defined
- Facts are supported with details
- Focus on topic was maintained
- Student is well informed on topic
- New information is presented
- Information presented is accurate
- Multiple sources are used
- Sources are cited properly -
- Higher-level thinking is evident
- Student presents information in his own words

Creativity

- A strong attention getting device is used
- Topic is original
- Presentation is entertaining
- Presentation holds the audience's attention
- Risk taking is evident

Audio Visual

- Props are relevant to and enhance topic

- Audiovisuals reinforce learning
- Visual aids are attractive
- Visual aids employ neat writing and layout
- Visual aids are large enough to be read by all members of the audience
- Visual aids use correct grammar and spelling
- Visual aids are student made
- Audio aids are easy to hear

Personal Affect Body language (Facial Expressions) and voice are interested and enthusiastic

- Eye contact is maintained with the entire audience
- Notes are used sparingly
- Standard grammar is used
- Pronunciation is clear and easy to understand
- Rate of speech is appropriate
- Volume is loud enough to be heard by all audience members
- Good posture is maintained