

Presentation Skills Observation Sheet

Preparation	Comment
<ul style="list-style-type: none"> ▪ Clarity of purpose 	
<ul style="list-style-type: none"> ▪ Creativeness of opening 	
<ul style="list-style-type: none"> ▪ Organization and flow 	
<ul style="list-style-type: none"> ▪ Use of examples, anecdotes, & stories 	
Delivery	Comment
<ul style="list-style-type: none"> ▪ Eye contact 	
<ul style="list-style-type: none"> ▪ Voice control 	
<ul style="list-style-type: none"> ▪ Gestures/body dynamics 	
<ul style="list-style-type: none"> ▪ Articulation 	
<ul style="list-style-type: none"> ▪ Fluidity of movement 	
<ul style="list-style-type: none"> ▪ Energy and enthusiasm 	
<ul style="list-style-type: none"> ▪ Use of a/v aids/equipment 	
Audio-Visual Aids	Comment
<ul style="list-style-type: none"> ▪ Appropriateness of medium 	
<ul style="list-style-type: none"> ▪ Relevance/accuracy of material 	
<ul style="list-style-type: none"> ▪ Adequacy 	
<ul style="list-style-type: none"> ▪ Timing 	

<ul style="list-style-type: none">▪ Design	
Group Leadership	Comment
<ul style="list-style-type: none">▪ Encouraging participation	
<ul style="list-style-type: none">▪ Handling questions	
<ul style="list-style-type: none">▪ Managing time	
OVERALL ASSESSMENT	