

BOX 13.3

Evaluating your presentation—checklist

- Did I introduce my talk clearly so that the objectives of the talk were clear?
- Was the content of the talk pitched at a level appropriate for the audience?
- Was the content arranged in a logical manner so that it was easy to follow?
- Did I convey the central message of my talk clearly?
- Did I finish with a strong ending?
- Did I use visual aids in a way that supported and enhanced my presentation?
- Was my presentation smoothly delivered without reading from written notes?
- Did I stand upright without fidgeting?
- Was the presentation appropriately paced so that it was neither rushed nor too slow?
- Did I speak clearly and audibly?
- Did I vary the tone of my voice to make the presentation interesting?
- Did I make appropriate eye contact with the audience?
- Did I complete the presentation within the time limit?
- Did I answer questions fully and succinctly?