

# James Abela ELT

## Presentation Assessment Sheet

Name \_\_\_\_\_ Subject \_\_\_\_\_ Assessor \_\_\_\_\_

<b>Visual Aids</b>	<b>Rating</b>
1 <sup>st</sup> slide clearly displays Presentation title and name	Poor   satisfactory   Good   Excellent
Clear text (Large enough, good colour contrast)	Poor   satisfactory   Good   Excellent
Relevant diagrams and images	Poor   satisfactory   Good   Excellent
transitions and effects don't detract from speaker	Poor   satisfactory   Good   Excellent
What was the best or most memorable Diagram?	

<b>Pronunciation</b>	<b>Rating</b>
Major Phonemes pronounced correctly	Poor   satisfactory   Good   Excellent
Appropriate speed of delivery	Poor   satisfactory   Good   Excellent
Use of intonation	Poor   satisfactory   Good   Excellent
Spoken grammar	Poor   satisfactory   Good   Excellent
Overall clarity and volume	Poor   satisfactory   Good   Excellent
What was the most difficult sentence or word said correctly?	

<b>Body Language</b>	<b>Rating</b>
Was the presenter appropriately dressed?	Poor   satisfactory   Good   Excellent
Did gestures improve or detract from the presentation?	Poor   satisfactory   Good   Excellent
Did the presenter appear relaxed and confident?	Poor   satisfactory   Good   Excellent
Eye Contact	Poor   satisfactory   Good   Excellent
Did the presenter appear truthful and honest?	Poor   satisfactory   Good   Excellent
What was the best thing about his/her demeanour?	

<b>Content of presentation</b>	<b>Rating</b>
Gives brief biography / Reason for presenting	Poor   satisfactory   Good   Excellent
States topic clearly	Poor   satisfactory   Good   Excellent
Outline contents of speech	Poor   satisfactory   Good   Excellent
Give examples or statistical information	Poor   satisfactory   Good   Excellent
Presentation sign-posting & signalling	Poor   satisfactory   Good   Excellent
Summarised presentation	Poor   satisfactory   Good   Excellent
Gave suggestions and/or recommendations	Poor   satisfactory   Good   Excellent
Overall Content	Poor   satisfactory   Good   Excellent
What was the most memorable information in the presentation?	

*This can also be used as a self-assessment sheet and as a checklist before presentations.*