

Oral Presentation: Observation Checklist



Student Name: _____ Date: _____

Activity: _____ Course: _____

Criteria	Check if observed	Comments
Organization		
Introduction and statement of purpose were included.		
Ideas were organized in a meaningful way.		
Necessary background information was provided.		
A strong conclusion was included.		
Content		
Topic was clearly defined and explained.		
Main points were clearly presented.		
Details to support main points were included.		
Appropriate vocabulary was used.		
Speaker was well informed on the topic.		
Speaker stayed focused on the topic.		
Delivery		
Volume was appropriate for audience.		
Enunciation was clear and precise.		
Speech was appropriately paced.		
Speaker maintained frequent eye contact.		
Body language was not too relaxed or too stressed.		
Speaker was sensitive to audience reaction, adapted if necessary.		
Presentation Support		
Speaker used appropriate visual aids and supports.		
Visual aids and supports were integrated in presentation.		
Pronunciation, spelling, and grammar were accurate.		
Overall presentation was enthusiastic and effective.		

Additional comments:
