

## PRESENTATION FEEDBACK CHECKLIST

PRESENTER: \_\_\_\_\_

EVALUATION TOPIC AREAS	ADEQUATE	NEEDS WORK
1. Professional appearance		
2. Ease of use with equipment, props, etc. if applicable		
3. Opening: Greeting, Purpose, Your Position, 3 Key Points		
4. Organization: Opening, Middle, Summary, Q&A, Recap		
5. Body Language: Eye contact, gestures, movement, etc.		
6. Personal stories, supporting research, analyses, etc.		
7. 'Bridge', transitions used to move between main points		
8. Engaged audience by asking for participation, questions		
9. Interjected just enough humor		
10. Stated recommendations or shared her/his position		
11. Summarized key points		
12. Adequate closeout at the end reinforcing main points		
13. Restated questions asked during Q&A segment		
14. Speech was clear and varied		
15. WIIFM was presented from the audience viewpoint.		
16. What else you liked about the presenter		