Oral Presentations: Notes and Feedback

**Content and Structure**

**Introduction**
--Engaging (e.g., story, image, question, fact/stats)
--Clear focus/question
--Explicit preview of structure and content

**Body/Development**
--Logical organizational scheme
--Ideas explained, terms and concepts defined
--Transitions/Flow between points
--Restatements and signposts

**Evidence and Research**
--Points and ideas supported with evidence
--Sources cited in some way

**Conclusion**
--Recaps and reinforces
--Closes on a strong note

**Delivery**
--Enthusiasm for Topic
--Eye Contact
--Gestures and Body Language reinforce message
--Voice: appropriate volume, speed, emphasis
--Ease with notes and any visuals

--Stayed within time limits?
--Prepared for Question and Answer period?

**Audiovisual Elements**
--Enhance presentation without dominating
--Integrated with what is being said
--“Less is more” (bullets, text, images)
--Legible at distance; simple, uncluttered, consistent design
--Charts and graphs are clear, helpful
--Sources of images cited

**Other Comments:**