



CHECKLIST FOR OBSERVING PRESENTATIONS

(can be completed in 3-5 minutes)

Presenter's name _____

Target group _____

Observer _____

Time _____

Start: _____

Finish: _____

PART ONE: Observation

Were the following elements part of the presentation?

(+ = Yes; - = No; ? = partly/unknown)

'Contents'

'Supportive behaviour'

Opening

Verbally

<input type="checkbox"/> gives an introduction	+ - ?	<input type="checkbox"/> formulates clearly and simply	+ - ?
<input type="checkbox"/> creative introductory remarks	+ - ?	<input type="checkbox"/> is audible	+ - ?
<input type="checkbox"/> clarifies the topic	+ - ?	<input type="checkbox"/> is enthusiastic	+ - ?
<input type="checkbox"/> provides an overview of the design	+ - ?	<input type="checkbox"/> allows time for asking questions	+ - ?

Argument

Non-verbally

<input type="checkbox"/> is there any build-up?	+ - ?	<input type="checkbox"/> makes eye contact with audience	+ - ?
<input type="checkbox"/> discerns between main/minor points	+ - ?	<input type="checkbox"/> uses body language effectively	+ - ?

provides examples

Tools

<input type="checkbox"/> explains concepts	+ - ?	<input type="checkbox"/> presentation supported by adequate tools	+ - ?
<input type="checkbox"/> reaches presentation aim	+ - ?	<input type="checkbox"/> transparencies/slides:	+ - ?
		<input type="checkbox"/> well-cared-for	+ - ?

Conclusion

<input type="checkbox"/> repeats important points	+ - ?	<input type="checkbox"/> well readable	+ - ?
<input type="checkbox"/> reaches conclusion	+ - ?	<input type="checkbox"/> creative	+ - ?
<input type="checkbox"/> lands a 'final blow'	+ - ?		

PART TWO: Assessment

What is your opinion of the presentation? Give an overall score by adding up the individual scores.

1 Is it clear to you what the speaker wanted to get across?

<i>No idea</i>	1	2	3	4	5	<i>Completely clear</i>
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2 Did the presentation raise your interest?

<i>Completely uninterested</i>	1	2	3	4	5	<i>Very interested</i>
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3 Was the presentation designed creatively?

<i>No</i>	1	2	3	4	5	<i>Yes, very creative</i>
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Overall score _____