

Content

- Title: Did the title attract attention?
Was it either too general or too specific?
- Introduction: Was a specific problem or purpose stated?
- Organization: Did information proceed in a logical sequence?
- Vocabulary: Was the language either too informal or too technical?
Were jargon terms adequately explained?
- Conclusion: Was the significance of the work made clear?

Delivery

- Knowledge: Did the speaker seem to understand the subject?
- Enthusiasm: Did the speaker seem to care about the subject?
- Confidence: Did the speaker convey nervousness?
- Vocals: Was the speaker loud enough to be heard clearly?
Was the speaker monotonous?
Did the speaker mispronounce words?
Did the speaker stumble over words?
- Pace: Did the speaker talk too fast or too slow?
- Notes: Did the speaker refer too often to notes?
Did the speaker ever get lost?
- Emphasis: Did the speaker stress the most important ideas?
- Body: Did the speaker make any distracting gestures?
Did the speaker slouch?
Did the speaker pace?
Was the speaker dressed appropriately?
- Length: Was the talk too long or too short?
- Contact: Did the speaker maintain eye contact with the audience?
Did the speaker misunderstand the level of the audience's prior knowledge?

Visual Aids

- Quantity: Were there too many aids to be understood during the talk?
- Effectiveness: Did the aids complement the vocal presentation without being redundant?
Did the speaker address the important features of each visual aid?
Were the visual aids visual rather than textual?
- Clarity: Were the graphics large enough?
Were the graphics adequately labeled?
Did the graphics have sufficient contrast?
Were the graphics too cryptic?