

CHECK LIST FOR REVIEWING ORAL PRESENTATIONS

Review of: _____

By: _____

VOICE:

Volume

Speed

Inflection & Enthusiasm

BODY MOVEMENTS:

Body orientation to the audience, eye contact

Effective use of hands & body language

No swinging arms, pacing back and forth or other distractive motions

PRESENTATION:

Well organized and tailored to an interdisciplinary audience

Effective use of PowerPoint/slides/overheads

NO acronyms, OR acronyms clearly defined before use

Good analogies / storytelling

STRENGTHS:

SUGGESTIONS FOR IMPROVEMENT:

Provider:	Start with strengths Ensure receiver is ready for critique Give specific examples Be concise, encouraging Give no advice unless requested
Receiver:	Don't explain, apologize, justify Clarify, don't assume Remember critique is constructive Look for the diamonds-in-the-rough