

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