

## Presentation Dos and Don'ts

Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Skill</b>	<b>Often</b>	<b>Sometimes</b>	<b>Rarely</b>
<b>Speaking Skills</b>			
• Varied tone of voice and emphasized important points			
• Spoke clearly (could be heard by everyone)			
• Paused at end of sentences and didn't rush			
• Pronounced terms without stumbling			
• Was prepared to answer questions from audience			
<b>Body Language</b>			
• Faced the audience			
• Stood straight and didn't lean on podium or table			
• Spoke to audience rather than reading from notes			
• Used gestures effectively rather than fidgeting			
• Made eye contact with various audience members			
<b>Group Skills</b>			
• Co-ordinated speaking role with partner			
• Shared speaking load with partner			
<b>Use of Audiovisual Aids</b>			
• Used well-designed, easy-to-read materials			
• Arranged equipment so audience could see easily			
• Knew how to use equipment			