

Name: _____

Date: _____

Oral Presentation Checklist

Presentation: _____

Element	✓ or X
Planning	
1. I use my own ideas in my presentation plan.	
2. My presentation contains the required number of elements.	
Subject Knowledge	
3. I clearly state the subject matter.	
4. I explain the subject matter, using supporting details.	
5. I relate the subject matter to everyday life or familiar situations.	
6. The information in my presentation is accurate and complete.	
Organization	
7. My presentation begins and ends clearly.	
8. The body of my presentation flows from point to point in an orderly fashion.	
Support	
9. I refer to information from the student resource and reference materials to support the points in my presentation.	
Communication	
10. I speak clearly and use a variety of techniques (e.g., tone of voice, change of pitch, gestures, eye contact, posture) to keep others interested in my presentation.	
11. I use a variety of techniques to keep audience attention (e.g., catchy slogans or titles, visual support, eye-catching headings, power point features).	

How I can improve: _____