

Gift of Gab – Oral Presentation Checklist

<i>Criteria</i>	<i>Point Value</i>
Knowledge and Understanding/Thinking	
Know your material to avoid stumbling through your information.	/10
Give concrete examples to support each point and show an in-depth knowledge of the subject matter.	/10
Start with a proper introduction and end with a proper conclusion.	/10
Transition smoothly from one topic to the next.	/5
Use effective pictures and/or videos which are visually appealing.	/10
Involve the audience in some way.	/10
	/55
Communication	
Speak clearly and with a loud voice so that everyone in the room can hear you; do not mumble, especially at the ends of sentences.	/5
Do not read cue cards or slides.	/5
Pronounce all words properly.	/5
Use all words properly and use a precise vocabulary.	/5
Correct all spelling or capitalization errors.	/5
	/25
Application	
Make eye contact with the audience throughout the presentation and move around the classroom while speaking.	/10
Use an appropriate font size and make sure that your colour combinations are visually appealing.	/10
Be consistent with your bullets (i.e. start each bullet with a verb, noun, pronoun, etc.) and your choice of colours, font size, subtitles, etc., in each slide.	/5
Adhere to the time limit (5 to 6 minutes; max. 10 minutes).	/10
Hand in a complete assignment on time.	/5
	/40
TOTAL	/120