

CENTER FOR BUSINESS COMMUNICATION

Moore School of Business • Room 787 • University of South Carolina • Columbia, SC 29208

Tel: 803-777-5904 • Fax: 803-777-6876 • E-mail: cbc@moore.sc.edu • Web: <http://mooreschool.sc.edu/moore/current>

Oral Presentation Checklist

Presenter _____

Date _____

Topic _____

Presenters are rated on the following characteristics, using a scale of 1-5:

5 = excellent 4 = very good 3 = competent 2 = needs improvement 1 = poor

Invention		Rating	Comments
1	Selected appropriate topic for the occasion		
2	Suited presentation content to the audience		
3	Communicated main points clearly		
4	Supported points imaginatively and memorably		
Arrangement			
5	Used introduction to engage interest		
6	Organized content for audience to follow		
7	Stayed on topic		
8	Ended conclusively and on time		
Style			
9	Showed enthusiasm for the subject		
10	Used appropriate balance of formality/informality		
11	Used effective enunciation, tone, pitch, volume, pace		
12	Accommodated vocabulary to audience		
Memory			
13	Spoke without reading		
14	Used notes unobtrusively		
15	Remembered to maintain eye contact with audience		
16	Answered questions concisely and appropriately		
Delivery			
17	Dressed and groomed for the occasion		
18	Spoke without distracting mannerisms		
19	Used gestures effectively		
20	Used visual aids to enhance and clarify topic		

Additional Comments: