

## Presentation Delivery Assessment Sheet

	THE PRESENTER TENDS TO DO THIS	RATHER THAN THIS
CORE FOCUS	Clarifies the main point of the presentation immediately—it is clear to the audience why they should listen	The main point only emerges towards the end—audience not clear where the presentation is going
PACE/SPEED	Varies the pace i.e., speaks slowly for key points, faster for more obvious information; pauses occasionally	Maintains the same speed throughout; no pauses
TEXT IN SLIDES	Little or no text	A lot of text
STRUCTURE	Each new point is organically connected to the previous point	There are no clear transitions or connections
GRAPHICS	Simple graphics or complex graphics built up gradually	Complex graphics
FORMALITY	Sounds like a normal human being, enthusiastic, sincere	Sounds very academic
STYLE	Narrative: you want to hear what happened next	Technical
PERSONAL VS IMPERSONAL	Lots of personal pronouns and active forms of verbs	Passive forms
LANGUAGE	Dynamic adjectives, very few linkers (also, in addition, moreover, in particular, etc.,)	Academic, neutral (no emotive adjectives), many linkers
RELATION WITH AUDIENCE	Involves/entertains the audience— thus maintaining their attention	seems to be talking to himself/herself, not to the audience
ABSTRACT VS CONCRETE	Gives examples	Focuses on abstract theory
STATISTICS	Gives counterintuitive/interesting facts	Makes little or no use of facts/statistics
BODY LANGUAGE	Eyes on audience, moves around, moves hands, stands away from the Screen	Eyes on screen, PC, ceiling, Floor; static, blocks screen
AT THE END	You are left feeling inspired/positive	You are indifferent