

Language

1. Can the speaker be understood without difficulty? If not, why?
2. Is the language correct and stylistically good? If not why?
3. Is the pronunciation clear and understandable?

Structure

4. Does the presentation seem well prepared? If not, why?
5. Is the beginning attention-grabbing? Does the speaker mark the ending of the presentation clearly?
6. Is the structure of the presentation (intro, various topics, ending) clear?
7. Does the speaker use any indicators in his/her speech that show the structure of the presentation to the audience (e.g. "first I will tell you about....")
8. Does the speaker emphasise the main points clearly?
9. Is the content interesting?
10. Does the presentation last as long as it is supposed?

Presentation

11. Is the body language appropriate for the situation? If not, why?
12. Is the voice loud enough?
13. Is the speed ok? If not why?
14. Does the presenter use his/her notes in a way that it do not disturb the contact with the audience?
If not why? Does the speaker rather speak than read?
15. Is the presenter enthusiastic about his/her own topic?
16. Does the presenter offer the audience a chance to ask questions after the presentation?
17. The overall impression? Could this kind of presentation be given in a real situation?