Oral Presentation Checklist

General guidelines

📓 The presentation is **on-topic**: discusses a cultural object + uses at least 1 *Leadership Skills* or *English 5* concept.

🖥️ The object is **described** (ex: a summary).

🔗 The **connection** between the object and the concept(s) is made.

🇺🇸 3 expressions are introduced and defined

⏱️ The presentation is the right **duration:** 10-15 minutes.

Body Language

💁 The speakers **don't read**.

👀 The speakers hold **eye contact** with the audience.

🧍 The speakers face **toward** the audience.

🙅 The speakers' **movements** (hands, body) seem **deliberate** (no unintentional and unusually distracting movements).

🙌 The speakers' **movements** (hands, body) convey **interest, enthusiasm** or **emotions**

🗣️ The speakers speak **clearly** and **loudly** enough.

💪 The speakers seem **confident** (or hide their nervousness well).

Visual aid

🧐 The visual aid is **visible/readable**.

🤩 The overall design is **original** and/or **eye-catching**.

😍 The overall design is **aesthetically pleasing**.

🖍️ The **colors** are tasteful and/or significant.

🔤 The **font** is well chosen (readable, elegant...) .

🔀 The amount of **text** is acceptable.

🆕 There are **no full sentences**.

🌅 There are meaningful / relevant **images**.

🖼️ The number of **images per slide** is acceptable (1-3).

📊 The information is presented **visually** (with infographics).

Structure

🧲 The opening **catches the attention**.
e.g. story or anecdote, reference to here and now, surprising fact or statistics, quotation...

🏛️ The opening introduces the **topic** of the presentation.

🗂️ The opening introduces the **main parts / structure** of the presentation.

✅ The main points are presented **clearly**.

🚏 The audience is **guided** through the presentation (cf. *signposting*)
e.g. transitions between sections, recap after each section, references to previous/future sections, reference to visuals...

💡 **Examples** are used

📋 The key points are **summarized** at the end of the presentation.

❓ The speaker asks for audience **contributions** (questions, comment).

🤴 The presentation ends with something catchy and/or **memorable**.
 e.g. impactful statement, unusual visual aid, call to action...

🙏 The speaker **thanks** the audience

Documentation

🔍 The speaker seems to have used **outside sources** to build their presentation

👥 The speaker **cites** their sources (orally or in writing)