

**Presentation Skills Tanzania 2003
Checklist for a good presentation**

Student Name/workshop number _____

Issue	√ or ×
Presenter introduced themselves	
Good projection of voice	
Avoided mumbling	
Avoided speaking too quickly or too slowly	
Use of notes-good or bad?	
Had back to the audience or talked towards the screen or overhead projector (OHP)	
Overused of phrases like 'ok' or 'right' or 'em'	
Kept good eye contact with your audience	
Scanned the audience properly	
Fiddled with a pen/pencil or money in a pocket while presenting	
Waved arms around/ used distracting mannerisms	
Used OHP or PowerPoint (circle appropriate)	
Stood appropriately in relation to screen & audience	
Checked PowerPoint in correct slide show position before starting	
Checked OHP prior to starting (In focus/acetates easily read)	
Used appropriate font size on acetates/slides (easily read by audience)	
Written acetates easy/difficult to read (circle appropriate)	
Background in slides too dark/inappropriate/distracting for text	
Used too much text on acetates/slides	
Used good technique for covering acetate points/insertion of PowerPoint slides	
Gave an interesting/informative presentation	

Comments from staff member