

2.5 Check List for Oral Presentations

2.5.1 Check List

General Structure

- **Message**
Was the message clear? Did you clearly understand what the speakers wanted to get across?
- **Construction**
Was the construction in a logical order? Could you follow effortlessly from the introduction to the end?
- **Clarity**
Was the presentation graphical and demonstrative with good examples? Or very abstract?
- **Target Group Orientation**
Was the level below or above your level of knowledge? Did you learn something new or was it old stuff? Or did you not understand most of what was said because it was too sophisticated?

Content

- **General**
Was the content adequate? Too little or too much data, facts and theory?
- **Depth**
Were the speakers well prepared? Did they do their homework or just rehashed some article?
- **Knowledge**
Did the speakers understand their subject (i.e. they conveyed the impression that they know much more about it)? Or is what they said all they have?

Rhetoric

- **Dynamics and Modulation**
Was it lively? Or monotonous?
- **Speed and Pauses**
Speaking too slow or too fast? Short breaks or incessant talking?
- **Sentence Structure**
Whole sentences not too long? Or rambling along without clear structure?
- **Idiosyncrasies**
Hems and ohs, gesticulation, Annoying or cute and attention getting?
- **English**
Acceptable international science English? Vocabulary and pronunciation OK?

Body Language

- **General Posture**
Self-assured and with "presence"? Or looked like he/she would rather have been somewhere else?
- **Eye Contact**
With audience? Or with outer space?
- **Movements**
Gesticulation and body movements? Or stiff as a stick?

Visualization

- **Vuegraphs Technical**
Overloaded or trivial, color or black-white, pleasing arrangements or ugly?
- **Vuegraphs Content**
Helpful or confusing; trivial or too complicated
- **Others**
Experiments, specimen, videos, ..