**Presenter \_\_\_\_\_\_ Date/Event\_\_\_\_\_\_ Assessor\_\_\_\_\_\_\_\_\_\_\_**

**Content**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **DONE** | **COMMENTS** |
| Connects, shares with audience. |  |  |
| Captivating introduction |  |  |
| Establishes credibility |  |  |
| Sets up context, motivation: problem to solve, question to answer, “the quest” |  |  |
| Shares emotion, personal connection to work |  |  |
| Interesting angle, quirks, humour |  |  |
| Science nugget. Succinct summary of the data/results |  |  |
| Strong finish - connect to intro, personal motivation. Call to action if necessary |  |  |
| Timing accurate. Doesn’t rush to finish |  |  |
| Language level appropriate |  | Jargon, Acronyms used: |
| Questions:   * Repeats question for audience * Knows material, * no fake answers, * concise, * takes option to discuss later * If stumped suggests options |  |  |

**Physical**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **DONE** | **COMMENTS** |
| Smiles - enjoys the moment |  |  |
| Clear enunciation, volume. |  |  |
| Eye contact: across whole audience |  |  |
| Movement - not too much. Deliberate, not hurried |  |  |
| Stays forward, steady stance, hand gestures |  |  |
| Holds microphone close to mouth |  |  |
| Pace of delivery, uses pauses |  |  |
| Open body language |  |  |
| Appropriate clothing choice |  |  |
| Overall impression/persona (don’t be fake) |  |  |

**Audiovisuals**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **DONE** | **COMMENTS** |
| Uncluttered material/slides. |  |  |
| Readable size, font, colours |  |  |
| Uses only when necessary  Variation/breaks (B key) |  |  |
| Not too much text, doesn’t read from slides |  |  |
| Uses engaging images for illustration, variation |  |  |
| Interaction with slides/pointer |  |  |
| Manages clicker/transitions |  |  |
| Gives details/link/contacts/thanks |  |  |

**Other notes**