

Formal Presentation Checklist

Name: _____

Term: _____

Record the date each time you use this checklist.

Make a check mark under the date when you are able to reply “Yes” to the question.

	Date										
Are the ideas in my speech creative and original?											
Is the information in my speech correct?											
Are my ideas sufficiently complex to suit my purpose and audience?											
Have I responded to questions with answers that are clear and appropriate?											
Is my opening engaging and does it clearly introduce the topic?											
Have I presented my ideas in a logical sequence?											
Is my conclusion clear and effective?											
Was my audience engaged most of the time?											
Did I choose a level of language that was appropriate for my purpose and audience?											
Was my speech fluent, expressive, and audible?											
Were my gestures and facial expressions appropriate?											
Were my visual elements effective?											
Did I use technology that suited my purpose and audience?											
Did I use language conventions correctly and effectively (i.e., grammar and usage)?											

Summary of Things I Need to Work on
