



Checklist and Self Evaluation






Read through the tips below before your presentation.

Requirements of speaking confidently:

- You need to be organised.
 - ☐ Have you done all your planning?
 - ☐ Do you have all the information?
 - ☐ Have you worked out who will speak about each protocol?
 - ☐ Have you practiced your presentation?
- You need to look at the people you are talking to
 - ☐ Have you practiced looking at an audience while speaking?
- You need to speak **clearly** so people can hear you easily
 - ☐ Have you practiced speaking clearly?
- You need to speak **slowly** enough so people can understand you
 - ☐ Have you practiced speaking in way that is easy to understand?
- You need to speak **loudly** enough so everyone can hear you
 - ☐ Have you practiced speaking loudly enough so an audience can hear you?



Self -Evaluation

	 Very poor	 Poor	 Okay	 Good	 Very good
My presentation was planned					
I knew what information I wanted to talk about					
I looked at the audience when speaking					
I spoke clearly					
I spoke loudly enough					
I spoke slowly enough					
I answered questions					

How did carefully planning and organising your presentation help you to present effectively?