Checklist for Formal Oral Presentations

Time Limits
(1) Does the speech fall within the time limits of the assignment?

Introduction
(2) Do the opening moments of the speech arouse the audience's attention, enticing them to continue to listen?
(3) Does the intro clearly identify the speaker's topic, purpose, and thesis?
(4) Does the speaker relate the topic to him/herself, noting why it was selected?
(5) Does the speaker relate the topic to the audience, noting why they should be interested in it?
(6) Does the speaker clearly but concisely preview the points that will be developed in the body of the speech?

Body
(7) Is the body of the speech clearly divided into 2-5 distinct points?
(8) Are the points sequenced in an appropriate manner?
(9) Does the speaker use transitions and/or signposting to clearly mark shifts between main points?
(10) Are each of the main points more or less balanced in terms of the amount of time spent on them?
(11) Are each of the main points more or less balanced in terms of development and use of supporting material?

Conclusion
(12) Does the speaker clearly review the main points developed in the body of the speech?
(13) Does the speech have adequate closure and end in an interesting manner?

Research/Supporting Material
(14) Does the speaker integrate an appropriate variety of types of supporting material (e.g., examples, statistics, quotations, definitions) into the speech?
(15) Does the speaker integrate material from an appropriate variety of sources?
(16) Does the speaker cite his/her sources at the moment when material drawn from those sources is integrated into his/her speech?
(17) Does the speaker provide credentials for the authors s/he uses?

Delivery
(18) Does the speaker demonstrate proficiency in working in an extemporaneous style of delivery?
(19) Does the speaker's volume/articulation allow audience members to easily understand everything s/he says?
(20) Does the speaker appear passionate about the subject and excited to communicate his/her ideas?
(21) Does the speaker maintain appropriate levels of eye contact and distribute it equally across the entire audience?
(22) Is the speaker free of vocal or physical mannerisms that detract from his/her message?
(23) Does the speaker appear poised and confident?

PowerPoint
(24) Do all PowerPoint slides meaningfully advance the speaker's purpose?
(25) Are there any slides that are too crowded, containing too much data or text?
(26) Does the speaker refrain from reading from the slides, or, put differently, does the speaker talk to the audience rather than the projected slides?
(27) Does the speaker refrain from overusing bullet points in his/her slides?
(28) Are the slides displayed only when the speaker is actually addressing their content?
(29) Are there any elements on any of the slides that the speaker does not sufficiently explain?
(30) Are all elements on each slide (verbal and visual) large enough to be easily seen and processed from the worst seat in the house?

Assignment-Specific Aspects to Add to this List