**Self-Evaluation of Presentation**

|  |  |
| --- | --- |
| Name of Presenter: |  |
| Date of Presentation: |  | Location: |  |
| Title of Presentation: |  |
| Audience: |  |
| Name of Assessor: |  |

Read the questions below to give yourself ideas on what to address. Make notes on how you think you went and then record any areas that you need to improve on.

| **Evaluation factors:** | **Notes** | **Improvement Required?** |
| --- | --- | --- |
| **Preparedness and organisation:*** Were you well prepared?
* Did you have everything you needed?
* Was your information in a logical sequence?
* Did you know your topic well?
 |  |  |
| **Introduction:** * Did you introduce yourself?
* Did you outline your learning outcomes?
* Did you explain how the session would be delivered?
* Did you provide housekeeping and safety information?
* Did you grab the audience's attention straight away?
 |  |  |
| **Summary:*** Did you summarise the content?
* Did you ask the audience questions to gauge their level of interest and knowledge?
* Did you answer questions effectively?
 |  |  |
| **Time:*** Did you stick to the time limit?
 |  |  |
| **Voice:*** Was your tone and volume appropriate?
* Did you speak at an appropriate pace?
 |  |  |
| **Presentation Aids and Technology:*** Were your aids effective?
* Did you read from the PowerPoints?
* Did you use the technology correctly and effectively?
* Were your handouts effective?
 |  |  |
| **Audience involvement:*** Did you maintain eye contact?
* Did you ask questions to individuals?
* Did you ask questions of the group?
* Did you mix up the delivery to keep the group interested?
* Did you provide a range of activities or information to keep the group interested?
 |  |  |