

Table 12.2 Checklist and self-assessment for oral presentation preparation. Score the elements as 1 = strongly disagree, 2 = disagree, 3 = neutral, 4 = agree, 5 = strongly agree.

Organization	Score
The background and needs of the audience were analyzed.	
The main points of the presentation are identified.	
The motivation is clear and would be understandable to an intelligent 12-year-old.	
An overview of the presentation is provided. It is relevant to the presentation, not a generic one that can be used in any presentation.	
The body is organized to support the main points.	
The conclusion summarizes the main points and future work.	
Visual Aids	
The fonts and graphics are large enough to be seen by the audience.	
The equations are of the right number and level. The presenters are prepared to discuss any equations presented.	
The slides are arranged to support the main points.	
The presentation does not contain unnecessary graphics and special effects.	
Presentation Delivery	
The presentation has been rehearsed. It meets the time constraints and there is sufficient time for questions and answers.	
Voice projection is loud enough so that the audience can hear the presenters.	
All members participate in the presentation and have reasonably equal responsibilities. (If one team member always presents the introduction and another the technical material, it is a sign that not all members are participating equally on the project.)	
The presenters do not rely on cue cards.	
The presenters are comfortable in front of an audience. (Do they make good eye contact with the audience? Do the presenters move around the room or do they stand stiffly behind a podium?)	
All presenters are knowledgeable on the subject and prepared to answer questions.	
The presentation software was tested on the platform to make sure it works.	
The presenters are dressed properly for the occasion.	