

Lesson 4. Preparing for Oral Presentations

Job Aid: Observer Checklist

	Excellent	Satisfactory	Needs Improvement
Nonverbal Communication			
Eye contact with audience			
Body language—posture			
Facial expression			
Natural, spontaneous gestures			
Body control (no fidgeting, unconscious mannerisms)			
Body language reinforces the message (no mixed messages)			
Suggestions:			
Use of Voice			
Vocal intonation (pitch, tone, inflection)			
Volume, projection			
Rhythm, timing (e.g., effective use of pace, silence, pauses)			
Avoids fillers (er, um, like)			
Suggestions:			
Engaging the Audience			
Response to audience's nonverbal cues			
Appropriate use of:			
• Paraphrasing			
• Open-ended questions			
• Response to questions (not defensive)			
• Positioning, movement (e.g., doesn't stay behind podium)			
Suggestions:			
Delivery			
Clear and concise language and enunciation			
Enthusiasm			
Use of techniques to engage the audience			
Suggestions:			