

PRESENTER SELF-ASSESSMENT CHECKLIST

FOR USE BEFORE PRESENTING TO PREPARE, OR AFTERWARD TO REFLECT AND IMPROVE

This checklist is intended for use with other presentation skills tools:

1. Giving Effective Presentations: A beginners guide
2. Recorded webinar: 'Presentation Skills Training'

A. PURPOSE & CONTENT

- My learning objectives were clear and specific.
- My content matched the knowledge level of the audience.
- I emphasized understanding over memorization.
- I highlighted 1–3 key takeaways effectively.
- All examples and explanations were relevant to real-world use.
- I defined unfamiliar terminology clearly.

B. STRUCTURE & FLOW

- I opened with a hook or reason for listening.
- My talk followed a clear narrative sequence.
- Transitions between sections were signposted verbally.
- Each section built logically toward the conclusion.
- I summarized or reinforced main points at the end.

C. VERBAL COMMUNICATION — WHAT I SAID

- My wording was clear and concise.
- I avoided filler language (“um,” “like,” “so...”).
- I asked students/audience questions that promoted thinking.
- I encouraged participation.
- I responded to contributions respectfully and inclusively.
- I avoided dismissive or minimising phrases.

D. VOCAL DELIVERY — HOW I SPOKE

- My volume was consistent and audible across the room.
- My pacing allowed listeners time to process.
- I used pauses effectively.
- My tone varied to maintain engagement.
- Key points were vocally emphasized.
- I appeared calm and confident.

E. BODY LANGUAGE & PRESENCE

- I maintained open posture.
- I made eye contact across the room.
- I used gestures purposefully.
- My movement was intentional rather than restless.
- I appeared grounded and present.

F. SLIDES & VISUALS (“DEATH BY POWERPOINT” CHECK)

- Slides contained minimal text and clear visuals.
- No slide duplicated what I said verbatim.
- Each slide had one main idea.
- Visuals enhanced understanding.
- Animations or builds directed focus clearly.
- I did not read from slides.

G. ENGAGEMENT & ACTIVE LEARNING

- I asked open-ended questions.
- Audience discussed ideas with peers.
- I incorporated reflection or writing activities.
- I posed real-world or complex problems.
- I scaffolded challenges appropriately.
- Participants showed verbal or physical engagement.

H. EMOTIONAL CONNECTION

- I used storytelling or examples to humanise content.
- I acknowledged audience contributions meaningfully.
- I spoke authentically rather than rigidly.
- I appeared approachable and supportive.
- I reinforced a growth mindset.

I. MANAGING NERVES & CONFIDENCE

- I used breathing or pauses to steady myself.
- I avoided rushing when nervous.
- I recovered smoothly from mistakes.
- I used silence effectively instead of filling it.
- I appeared focused on connection, not judgement.

POWERPOINT DANGER INDICATORS

Circle any that occurred:

- Too many bullet points
- Slides used as a script
- Cramped visuals
- Audience reading instead of listening
- Rushed pace due to too many slides

MY NEXT PRESENTATION ACTION PLAN:

One thing to ADD: _____

One thing to REMOVE or SIMPLIFY: _____

One delivery skill to PRACTICE: _____

FINAL REFLECTION:

Did my session cause people to THINK, not just listen?

Yes Mostly Needs work

Notes:

ULTIMATE SELF-ASSESSMENT QUESTION

“If I were sitting in the audience, would I be engaged or bored?”

Notes: