**Presentation Feedback Criteria**

**1. Organisation**

- preparedness

- logical sequence

- introduction

- purpose statement

- outline

- sign-posting language

- key points

- summary

- conclusion

- closure

- timing

**2. Content**

- topic coverage

- relevant to the audience

- informative

- understandable

- interesting

- entertaining

**3. Language**

- appropriate to audience

- explanation of jargon

- voice

- speed

- volume

- clarity

- intonation

- grammatical accuracy

- correct pronunciation of key words

**4. Body language**

- eye contact

- use of notes

- stance, enthusiasm

**5. Visuals**

- appropriate

- supportive

- clear

- handling ICT support