

PRESENTATION – EVALUATION FORM

STRUCTURE		
opening: attention getter		
main message		
outline/preview		
logical structure		
mainpoints/subpoints		
transitions		
closing: summary/review		
conclusion		
close		
target audience		
sources		
terms explanation (def,Č/Sl)		
timing		
LANGUAGE		
comprehensible		
pronunciation		
key words mistakes irritating mistakes minor mistakes		
grammar		
accurate some mistakes misleading		
voice: expressive, intonation		
VISUALS		
slides; pictures, charts (description)		
BODY LANGUAGE		
contact with audience, eye contact		
posture, gestures		
DISCUSSION		
inviting questions		
handling questions		
asking questions (as an attendee)		

