Presentation Checklist

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| **Name:** |  | **Class:** |  | **Date:** |  |

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| **Component** | **Yes/No** | **Notes** |
| I have included information, findings, and supporting evidence to support my claim. |  |  |
| I have included the most relevant evidence to support my claim. |  |  |
| I convey a clear and distinct perspective on the topic. |  |  |
| I have organized my information in a way that is logical and clear. |  |  |
| I use clear transitions and links between ideas to help my listeners follow the lines of reasoning. |  |  |
| I use a formal tone, appropriate to my purpose and audience. |  |  |
| I have considered and addressed the knowledge level of my audience. |  |  |
| I have considered and addressed the concerns and values of my audience. |  |  |
| I have considered and addressed the potential biases of my audience. |  |  |