Presentation Checklist

Name:		Class:		Date:	

Directions: Review your presentation to ensure that it meets each criterion on this checklist. Make notes to describe how your presentation meets each criterion, or to explain how you will revise your presentation to meet the criterion.

Component	Yes/No	Notes
1. The presentation includes information, findings, and supporting evidence to support the claim.		
2. The speaker presents a clear and distinct perspective on the issue.		
3. The presentation is organized in a way that is logical and clear.		
4. The presentation is delivered using a formal tone that is appropriate to the purpose and audience.		
5. The presentation considers and addresses the knowledge level of the audience.		
6. The presentation considers and addresses the concerns and values of the audience.		
7. The presentation considers and addresses the potential biases of the audience.		