

Presentation/Briefing Checklist

<i>Criteria</i>	<i>Ratings</i>	
1. Your presentation is clearly directed to a specific audience	met	not met
2. Your presentation uses a style that is either informative, persuasive, actuating, argumentative, entertaining, or impromptu	met	not met
3. Your presentation introduction includes an attention-getting strategy appropriate for the audience and purpose	met	not met
4. Your presentation includes evidence of research and/or supporting information	met	not met
5. Your presentation includes support of your ideas	met	not met
6. Your presentation is organized	met	not met
7. Your presentation shows evidence of practice and preparation	met	not met
8. Your presentation uses support visuals (if appropriate)	met	not met
9. You addresses your audience with appropriate eye contact and audible voice	met	not met