Think about these items when you prepare your presentation.

**Content**
- The information I gave was interesting or important to others.
- I was well-informed about my topic.
- I used vocabulary that the audience could understand or I defined unfamiliar terms.
- I used an effective and appropriate attention-getting device.
- Logical appeals included reliable, factual information.
- I added supportive detail to the main point(s).

**Organization**
- I organized ideas in a meaningful way.
- The information and arguments/details were easy to follow.
- I stayed focused and did not stray off topic.
- The introduction included a clear statement of the main point(s).
- I included necessary background information about the topic.
- The body of the presentation contained support for, or details about, the main point(s).
- Ideas flowed logically from one to the next.
- A strong conclusion was present.
- The audience could distinguish the introduction, body and conclusion.

**Delivery**
- I maintained eye contact most of the time.
- I spoke to the entire audience, not just one or two people.
- My pronunciation was clear and easy to understand.
- My voice could be heard easily by the entire audience.
- My voice varied in pitch; it was not monotone.
- I did not use filler words (e.g., “uhm,” “uh,” “ah,” “mm,” “like,” etc.)
- I used standard grammar.
- I didn’t fidget, rock back and forth or pace.

**Resources**
- I used resources that addressed the topic thoroughly.
- I used resources that reflected different perspectives.
- Prominent resources were referred to in the speech.
- I used credible print resources.
- I used credible electronic resources.
- I used interviews with others as a resource.
- I used my own words in the speech.
- I used material in accordance with copyright.
- I cited my sources using the required format.

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