**How effective am I at talks and presentations?**

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Rating** | **What could I improve?** |
| **low** | **high** |
| 1. How well did it go, overall?
 | **1 2 3 4 5** |  |
| 1. How good was my preparation?
 | **1 2 3 4 5** |
| 1. Had I practised enough?
 | **1 2 3 4 5** |
| 1. How good was my opening?
 | **1 2 3 4 5** |
| 1. Did I begin with a brief outline?
 | **1 2 3 4 5** |
| 1. Did I stick to my plan?
 | **1 2 3 4 5** |
| 1. Was my main argument strong enough?
 | **1 2 3 4 5** |
| 1. Did I give good examples to help the audience grasp my points?
 | **1 2 3 4 5** |
| 1. Did the talk move logically from one point to the next?
 | **1 2 3 4 5** |
| 1. How good were my handouts, slides, etc. (if relevant)?
 | **1 2 3 4 5** |
| 1. How well did I use my handouts, slides, etc.?
 | **1 2 3 4 5** |
| 1. Did I sum up my argument well at the end?
 | **1 2 3 4 5** |
| 1. How well did I bring it to a close?
 | **1 2 3 4 5** | **What did I learn from preparing and delivering this talk?** |
| 1. Did I answer questions well?
 | **1 2 3 4 5** |
| 1. Did I demonstrate respect for the different viewpoints and opinions of those present?
 | **1 2 3 4 5** |
| 1. Did I make eye contact with most of those present?
 | **1 2 3 4 5** |
| 1. Did I include everybody?
 | **1 2 3 4 5** | **What would I do differently next time?** |
| 1. Was audience feedback positive?
 | **1 2 3 4 5** |
| **Other aspects relevant to my talk:** |  |