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

|  |  |  |  |
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| **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:** |  | |