

Sample Checklist for Teacher Assessment of Student Presentation Skills

Speaker: _____

Date: _____

	Excellent	Good	Adequate	Poor
Speaker demonstrated knowledge of the topic.				
Ideas and substance of the presentation were easy to comprehend.				
Speaker used clear examples, evidence, and/or visuals to enhance the presentation.				
Speaker's use of language was appropriate for the style of presentation.				
Speaker used suitable gestures and body movements.				
Appropriate eye contact was maintained.				
Speaker articulated clearly.				
Speaker used suitable volume and voice variation.				
Speaker stayed on topic.				
Speaker responded suitably to questions (if applicable).				
Speaker interacted with others.				
Suitable closure was brought to the speaker's portion of the presentation.				

Note: Some items listed above (e.g., eye contact) can vary across cultures and in accordance with the situation. Teachers should also be aware of second language and dialectical differences that can be present in students' speech, and adapt their assessment instruments accordingly.