

Self Assessment Checklist for Reviewing Videos of Presentations

Body Language

- Dressed professionally.**
- Faced your audience.**
- Audience focus: **maintained eye contact with audience** for the majority of the presentation, not with computer screen, not with the projection screen or speaker notes.
- Ignored the camera.**
- When you did need to point to something on the screen, did so quickly and re-oriented yourself back to facing the audience.
- Displayed high energy.** Was enthusiastic. Didn't lean on the podium or other furniture. Stood up straight.

Spoke Clearly

- Clear and understandable speaking.** Spoke at a reasonable pace, not too fast or slow.
- Projected your voice.** Volume was adequate for the entire room to hear you. Did not mumble.
- Talked to the audience.** Not the screen, the camera, your notes, or yourself.
- Used professional language.** Avoided idioms and slang.

Audience Involvement (if time)

- Involved the audience.** Ask questions and wait for audience to respond. Call on individuals. Plan small group activities to break up talk if long.
- Utilized **progressive disclosure** effectively for case presentations with heavy audience involvement at each step.
- When audience members answered questions, like provide items for the DDx in a case presentation, repeated what they say so that the entire audience could hear and **wrote audience responses on a white board or flip chart** if available..

Giving the Presentation

- Introduced the topic and all of the speakers** to the room.
- Next, **stated the objectives** or give an overview of the presentation.
- Motivated.** Stated the rationale for learning the content of this presentation-- incidence and prevalence, cost to society, and/or use a case presentation.
- Gave a **review** at the end of the most important points.
- Assessed** audience understanding of material presented.

What did I do best?

What should I work on to become a better presenter?