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?