

## Presentation Skills Checklist

**Directions:** Have a friend videotape you during a class. As you review the tape, use this list to ask yourself a series of questions. On a separate sheet of paper, write your responses and assess your presentation skills.

1. What do your facial expressions say to your students? Do you grimace or look bored?
2. Do you speak in a monotone, or is your voice full of enthusiasm for the material?
3. Is your voice relaxed and natural, or do you speak in a breathless or squeaky tone?
4. Could all the students hear you? Did you ask if they could hear you, or was it clear?
5. What do students infer from your stance? What is your body language saying? Did you rock or sway?
6. Did you use appropriate gestures to add interest to your lecture?
7. Do you spend the class time lecturing from the podium, or do you move about the room?
8. Do you pace nervously?
9. Do you begin class in a relaxed manner, or do you spend time frantically going over your notes?
10. Did you have good eye contact with all your students, or did you look to one side of the class?
11. When writing on the board, did you have a relationship with your students, or was your relationship with the board?
12. Did you appear confident, enthusiastic, and engaging?