



Exercise – Assessing your presentation

Instructions

Practice is the best way to prepare for a presentation.

Our practice assessment form (on page 2 and 3) can be used to undertake a basic self-assessment of how well you delivered a practice presentation. You could also ask to a friend or family member to assess the delivery of one of your presentation practice runs.

<p>If you are self-assessing</p>	<ul style="list-style-type: none"> ✓ Complete the form shortly after finishing a practice run of your presentation. ✓ Take time to reflect on how the presentation went.
<p>If someone is assessing you</p>	<ul style="list-style-type: none"> ✓ Ask them to complete the form as you complete the presentation run through.

Please note: This template does not assess your subject knowledge. Remember to check that your presentation covers all aspects of your assignment brief and marking criteria.

Presentation practice assessment form

How long should the presentation last?	Minutes
How long did the practice run last?	Minutes

Structure and content	Good	Satisfactory	Area for improvement
Introduction of self and topic			
Outlining of presentation purpose and structure			
Overall presentation structure			
Demonstration of subject knowledge			
Clarity of conclusion			
Design and appearance of slides			
Other comments?			

Delivery	Good	Satisfactory	Area for improvement
Presenter maintained eye contact			
Presenter faced the audience			
Volume and clarity of speaking			
Organisation of materials			
Other comments?			
Audience involvement	Good	Satisfactory	Area for improvement
Presenter maintained audience interest			
Responses to questions			
Other comments?			

How were the marking criteria / assessment brief addressed?

Overall delivery	Good	Satisfactory	Poor

Based on your assessment, name the two best aspects of the practice presentation

1

2

Based on your assessment, name the two aspects that need most improvement.

1

2

Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:

lrweb.beds.ac.uk/studyhub

