

BUSINESS COMMUNICATION – OUTCOME 3

Presentation Delivery Checklist

Directions: *As you listen to your group members practice their speeches, please check whether or not they succeeded in the areas below.*

Criteria	P 1	P 2	P 3	P 4	P 5
Could you easily hear the presenter?					
Could you easily understand the presenter?					
Were the tone and pace, right? (Varied tone, pace not too fast, not too slow)					
Was the presenter relaxed and confident, looking interested, making eye contact?					
Did the presenter use the right words and tone to communicate your ideas?					
Could the presenter answer questions or explain when needed, encouraging communication with others?					