

Individual Formative Exercise 6

PRESENTATION CHECKLIST		
CRITERIA	YES	NO
Use verbal/oral communication skills to make an effective presentation.		
The voice intonation is used effectively to create clarity and to reach audience		
Words are clearly spoken with confidence and with conviction, and pronounced correctly to allow the audience to be focused on the message.		
Vocal aids are used correctly to amplify voice to reach audience and be heard clearly by following relevant guidelines.		
An appropriate conversational style is used to put the audience at ease and help them to become receptive of the message.		
A natural delivery style is used and appropriate words and ideas are expressed clearly.		
A rapport is built with the audience to establish trust during the presentation.		
A message is presented and expressed naturally focusing on ideas to be delivered.		
A message is delivered with an appropriate and natural modulation to make it appealing to the audience.		
Use non-verbal communication effectively to reach audience.		
Body language is used effectively to express ideas, opinions, and message to audience.		
Personal space is used to meet individual or group preferences and/or cultural preferences.		

Eye contact is used effectively to show interest in the audience		
Head is well positioned to reinforce the spoken words and convey feelings.		
Nervousness and other distracting habits are controlled effectively by being calm.		
Use and maintain good poise during a presentation.		
Composure is expressed appropriately to the occasion.		
Delivery is practised repeatedly to build memory patterns that can be readily activated when a presentation is delivered.		
A proper image is projected, assessed and re-shaped to ensure confidence and credibility to audience.		
Bold and deliberate movements, displaying conviction, are expressed.		
Personal image in terms of appearance, manner of dress and grooming is projected appropriately and purposefully for the occasion/ or presentation.		
Handle questions and overcome any objections effectively		
A list of every fact or opinion that may be regarded as a possible challenge to the presenter's position is developed and handled appropriately beforehand.		
Assertion skills are applied in a given context.		
Relevant conversational style is used to show interest, politeness and appropriateness when handling questions during or after a presentation		
Resistance and objections to the presenter's ideas or concepts or that of the member of the audience are overcome with solid justification and conviction.		
Questions and concerns are responded to in a friendly manner and understanding by the audience is clarified to build goodwill.		

Time Frame: 4 Hours					
First Attempt		Second Attempt		Third Attempt	
Competent	Not yet competent	Competent	Not yet competent	Competent	Not yet competent