
TABLE 11-1

Checklist for Rehearsing a Presentation

(after Marnbert, 1968)

Each Question Receives a Rating of Excellent, Good, Fair, or Poor.

Presenter's Attitude

- Is there appropriate enthusiasm and sincerity?
- Does the presenter seem convinced?
- Does the presenter seem "real"?
- Is the presenter nonegocentric?
- Does the presenter suffer from stage fright?

Content

- Is the information valid and accurate?
- Does the presenter display full grasp of the subject?
- Does he appear to have a reserve, to know more than he is telling?

Objective-Thesis

- Is there a clear central idea?
- Is it sufficiently stressed?
- Does it run through the whole presentation?
- Is everything said and done relevant to it?

Structure

- Is there evidence of a single, main structure?
- Is it integrated, unified, and easy to follow?
- Is it sufficiently supported with appropriate detail?
- Is the detail concrete, valid, and specific?

Introduction

- Does it get attention?
- Does it say what the presentation contains?
- Does it relate the presentation to the audience's world?

Conclusion

- Does it tie the presentation together?
- Does it focus attention on the presentation as a unit?
- Does it relate back to the objective-thesis?
- Does it tell the audience what to do next?

Audience Awareness

- Does the presenter understand and empathize with them?
- Does the presenter speak from their point of view?
- Does the presenter use their language?
- Is there audience contact?

Aids

- Are they clear and easy to see and comprehend?
- Does each clearly support or reinforce its related idea?
- Is there a single visual motif—unified and harmonious?
- Is there too much detail?
- Are they "busy"?
- Are they exposed sufficiently for comprehension and retention?

Delivery

- Are language, diction, and pronunciation cultured and appropriate?
 - Is the presenter poised and relaxed?
 - Is the voice clear, well-modulated, relaxed, and in proper volume?
 - Are there irrelevant gestures, actions, mannerisms, etc.?
 - Has the presenter a good physical appearance?
 - Does the presenter look at the audience—everyone—and maintain contact?
 - Is the microphone used properly?
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