



Presentation Effectiveness Review

Message

Did the speaker capture attention and set context?

Did the speaker lay out key themes with a high-level summary?

Were the key points and overall recommendations clear?

Did the speaker quantify the benefits? the risks?

Did the message have the appropriate amount of detail?

Was the message well organized?

Was there a call-to-action with clear next steps?

Document

Does the deck support the message?

Are there meaningful images and graphics to illustrate key points?

Do the slides exhibit word economy?

Is there a good balance of text, images, and white space?

Do key points stand out?

Is each slide necessary?

Are there errors in punctuation, spelling, or capitalization?

Is there consistency among the slides (font, size, headers/sub-headers, bullet points, etc.)?

Deliver

Did the speaker convey appropriate energy and feeling?

Did the speaker make effective eye contact with audience?

Did the speaker modulate tone, pace, and volume well?

Did the speaker use weak language? filler words? distracting gestures?

Did the speaker have a clear introduction and sign-off?

Did the speaker come across as confident and credible?