Checklist for oral presentations

The following criteria will be used to evaluate your oral presentation for Bio 221.

Content

_____ (2) Introduction: This should include an overview of the topic and an outline of the talk’s content. Relevance of the topic to course materials should be articulated.

_____ (1) Statement of hypothesis/question: Basic ideas should be clearly stated early on and then revisited during the talk.

_____ (2) Proposed methodology: The design of the proposed study should be clearly described, including details on time schedules, replicates, controls, etc.

_____ (2) Expected outcomes: Potential results should be considered in light of the question being addressed. Alternative hypotheses might be discussed.

_____ (1) Conclusion: A recap of the material presented, with an emphasis on the “Take Home Message”. This should also include a listing of the references used in developing the proposal and any other acknowledgements.

Presentation

_____ (2) Organization: An organized, well-coordinated talk will demonstrate the thought that went into preparation of your talk.

_____ (1) Presentation style: All presenters should speak loudly, clearly, distinctly, slowly, and make eye contact with the audience members. The presentation should be taken seriously

_____ (1) Visual Aids: These should be clearly constructed, easily understood, and relevant to the material being discussed.

_____ (1) Questions: The group should solicit questions from the audience and answer them competently.

_____ (1) Contributions: It should be clear that all members contributed equally to the development of the proposal and to the presentation.

_____ (1) Timing: The presentation should end within 1-2 minutes of the allotted 15-minute time. This will reflect good organization and rehearsal.