Self Evaluation of a Presentation and Paper

It is often useful to think about your speech or paper once you have presented it or turned in your assignment. Unfortunately, it is difficult for most of us to know where to start in thinking about how to improve our work. This form is intended as a starting point. You may find that some of the categories do not apply to your work or that some of the concepts are unfamiliar to you. The most important thing is that you take the time to reflect on what went well in your assignment and what you need to improve.

**General Questions:**

*Topic Selection*
- Was the purpose of the presentation or paper clear?
- Was this an appropriate topic and handling of the topic for the audience?
- Was the speech or paper appropriate for the assignment? (Meets the length, covers the appropriate material, etc.)

*Audience Adaptation*
- What persona (role) did I portray in relation to the audience? (peer, expert, etc.)
- What tone did I use in the presentation or paper?
- Who was my target audience? What did I do to target them?

*Outline* (See “Outlining” hand-out)
- Did the outline follow the correct guidelines?
- Was it easy to follow?
- Did I follow it in speech or paper?

*Introduction:*

You should generally cover four key areas in any presentation or paper introduction (See the “Introductions and Conclusions” handout).

Attention getter—did I really pull the audience in?
Introduce topic—did I make the topic clear, give background information?
Establish credibility/goodwill—did I let the audience know why I chose the topic?
Central idea/Preview—did I outline the main parts of the speech/paper in one clear sentence?
Body:
You should generally have 2-5 well-supported main points depending on the paper or presentation. The body of your paper should be organized, easy to follow, and provide strong support for your topic.

- Did I select the most appropriate sections of the paper to cover in my speech?
- Did I limit my main points to 2-5?
- Was my presentation or paper clearly organized and easy to follow?
- Could someone have easily taken notes based on the presentation or paper?
- Did I cite sources in my paper and presentation? (See the “Citing Sources” handout)
- Was the topic well support and explained?
- Were my sources considered credible?
- Did I have transitions between all of the main sections in my work? (See the “Transitions” handout)

Conclusion:
You should generally reiterate your main points in any presentation or paper conclusion (See the “Introductions & Conclusions” handout)

- Did I have a clear summary of the speech or paper?
- Did I have a strong closer, was it memorable?

Delivery: (For speaking presentation)

- Did I maintain quality eye contact with my audience?
- Did I have vocal variety (did not sound monotone)?
- Did I have controlled and beneficial movement (legs, hand gestures, facial expressions)?
- Did I have too many vocal fillers ("um," "uh," "like," etc.)?
- Did it seem like I had practiced the speech?
- Did I have good posture? Appear confident?
- Did I pronounce words correctly? Use proper grammar?
- Did I make the right choices for my physical appearance? Did it add to my credibility?
- Did I seem enthusiastic?
- Did I sound conversational (rather that reading or just “saying my lines”)?

Visual Aid:

- Did the visual aid add to the speech or paper?
- Did it appear to be professional?
- Could everyone in the audience see the aid?
- Was the visual aid well used?

Final Reflections:

What were my 3 main weaknesses:

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