Department of Communication Studies

Elements of Oral Presentation

* Topic Choice: Is the topic appropriate for the assignment or occasion?
* Introduction: Does the introduction gain the audience’s attention, secure interest in the topic, and preview the main points of the presentation? Is the purpose clearly stated and a central idea well articulated?
* Organization: Is the body of the presentation organized in a way that is conducive to oral comprehension?
* Development: Are the main ideas of the presentation sufficiently explained and supported with examples, facts, statistics, testimony, and the like? Does the speaker properly cite sources for his or her supporting materials?
* Language: Is the language clear, appropriate, and figurative?
* Delivery: Does the speaker use appropriate gestures and movement during the presentation? Does the speaker make sufficient eye contact and refrain from reading from notes?