

Talk Check List

Name _____ Date _____

Title of Talk: _____

Time of talk on last rehearsal _____ Time of talk as presented _____

Slides and Presentation:	-	OK	+
Title page			
Presentation of title page (paraphrase title)			
Outline (More than just a list of sections headings?)			
Use of small illustrations			
Telling axes on graphs			
Explanation of equations			
Choice of material: theory			
Choice of material: experimental technique			
Choice of material: data analysis			
Choice of material: discussions and conclusions			
No sentences on slides			
Informative titles on slides			
Amount of material on slides			
Use of guides to the eye on slides			
Neatness			
Summary slide (More than just a list of sections?)			
Ended with final message			
Tell us 3 times			
Questions: content			
Questions style in answering			
Use of pointer and eye contact			
Body language			
Clarity and volume of speech			
Overall items:			
Was all the physics correct?			
Was each point made clearly?			
Was a compelling argument made?			

Signature: _____