

## CS 858 / SOC 701 Fall 2020 Presentation Checklist

### 1. Mechanics of Communication

Were the slides easy to read and not overcrowded?

Was the volume appropriate?

Were all crucial slides presented for long enough?

Was the speaker clearly visible in the video?

Did the speaker seem comfortable navigating the presentation technology?

### 2. Presentation

Was the presentation the right length (25 minutes, plus or minus at most 1 minute)?

Was the talk well presented (e.g., no major typos, no slides out of order, good time management)?

Did the speaker strive to keep the audience's attention (e.g., varying voice and facial expression, movement, humour, mystery, surprise)?

Was the speaker generally accessible to a multidisciplinary audience?

### 3. Structure

Did the talk have a distinct introductory section, middle section, and concluding section?

Did the introduction make clear what the talk was about?

Did the middle section explain the main results, techniques, and terms clearly and correctly?

In the middle section, did the speaker strive to make subtle ideas simpler?

Did the conclusion summarize the important ideas and results?

Was it clear what the audience should take away from the talk?

### 4. Discussion

Did the talk stimulate interesting questions?

Did the speaker come up with interesting questions?

Did the speaker moderate the discussion effectively?

### 5. Overall

Other Comments (e.g., strengths, suggestions for improvement)