** **

**Teacher observation Checklist**

**In the introduction of the presentation, did they?**

* **Gain the attention of the audience at the start?**

**How?**

* **Successfully make a connection between the audience and the topic?**
* **Describe specific purpose?**
* **Introduce themselves and establish their credibility?**

**In the body of the presentation, did they?**

* **Include a range of points?**
* **Organise their findings in a logical pattern?**
* **Include convincing supporting information?**

**Example**

* **Use smooth transitions and varied connectives/discourse markers?**
* **Show examples that were appropriate to the audience**

**Example**

**In the conclusion of the presentation, did they?**

* **Briefly restate their purpose?**
* **Summarise the main points**
* **Engage the audience?**

**How?**

**In the delivery of the presentation, did they?**

* **Approach the listeners with confidence?**

**Give an example**

* **Open and close the presentation with conviction?**
* **Communicate enthusiasm?**
* **Speak spontaneously, guided by their notes?**
* **Establish and maintain eye contact**
* **Speak clearly?**