**Group Oral Presentation**

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| Item – Structure | OK? | Comments |
| In the [introduction](http://www.eapfoundation.com/speaking/presentations/structure/#introduction), the speakers:* greet the audience
* state the purpose
* arouse interest - question, story
* give the structure of the presentation
* inform the audience about [timing](http://www.eapfoundation.com/speaking/presentations/language/#timing)
 |  |  |
| In the [main body](http://www.eapfoundation.com/speaking/presentations/structure/#mainbody), the speakers:* selectively present important data
* use [signpost phrases](http://www.eapfoundation.com/speaking/presentations/language/) to signal new sections
* comment on important information
* refer to visuals using appropriate language
 |  |  |
| In the [conclusion](http://www.eapfoundation.com/speaking/presentations/structure/#conclusion), the speakers:* review the purpose
* summarise the main points
* give a final 'take-away' message
* thank the audience
 |  |  |
| Item – Body Language | OK? | Comments |
| [Posture](http://www.eapfoundation.com/speaking/presentations/bodylanguage/#posture) is confident (standing up straight) |  |  |
| Hands are held in a comfortable position |  |  |
| [Position](http://www.eapfoundation.com/speaking/presentations/bodylanguage/#position) is good (facing the audience) |  |  |
| [Movement](http://www.eapfoundation.com/speaking/presentations/bodylanguage/#movement) is natural (not too much or too little) |  |  |
| Hands are used well (to emphasise points, to count, to demonstrate) |  |  |
| Nervous gestures are avoided |  |  |
| [Eye contact](http://www.eapfoundation.com/speaking/presentations/bodylanguage/#eyecontact) is maintained throughout the presentation |  |  |
| The speakers avoid talking to the screen/notes |  |  |
| Item – Delivery | OK? | Comments |
| [Pace](http://www.eapfoundation.com/speaking/presentations/delivery/#pace) is a little slower than normal speed |  |  |
| The [pace](http://www.eapfoundation.com/speaking/presentations/delivery/#pace) is varied |  |  |
| [Volume](http://www.eapfoundation.com/speaking/presentations/delivery/#volume) is appropriate |  |  |
| [Stress](http://www.eapfoundation.com/speaking/presentations/delivery/#emphasis) is used to emphasise key points |  |  |
| Item – Visual Aids | OK? | Comments |
| Diagrams/images are big enough  |  |  |
| Not too much data in diagrams/tables |  |  |
| Not too much text on one page  |  |  |
| Visual aids cover main points of presentation |  |  |
| All images give useful information |  |  |
| Not too many slides/images/handouts |  |  |