



Oral presentations: reflection sheet

Record yourself practising your oral presentation. After viewing and/or listening to the recording, reflect on your performance. Rank your performance against the following criteria on a scale of 1-5 (where 5 = excellent and 1= improvements needed).

		1	2	3	4	5
Before the presentation	I/we took some time to become familiar with the room and equipment.					
	I/we rehearsed our presentation several times					

During the presentation	My/our presentation was well structured, with a clear introduction, body sections and conclusion.					
	I/we transitioned smoothly between sections of the presentation and between speakers.					
	Visual aids were used well and were appropriate for their purpose.					
	I/we spoke in a clear voice and used eye contact and body language to engage the audience.					
	I/we demonstrated a good understanding of the assignment task.					
	I/we used appropriate discipline-specific terminology to communicate ideas.					
	I/we clearly and accurately communicated engineering concepts.					

After the presentation	I/we encouraged the audience to ask questions.					
	I/we responded knowledgeably to the questions from the audience.					

Overall	I feel I am/we feel we are developing oral communication skills for my/our profession.					
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2 things (not listed above) that went well were:

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2 things (not listed above) that could be improved were:

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