**FPH 8990 Oral Presentation Rating Form** (based on Watts “Presentation Skills” article\*) (Rev. 12/01/2016)

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Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presentation Date:

Presentation Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rater Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_ **Overall Grade** (circle one: **Pass Need to Repeat**)

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|  | **Standards** | **Comments** | **Score (circle one)** |
| **Slide Content** | Slides should contain < 6 bullet points |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
|  | Each bullet point should contain < 6 words |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
|  | Avoid paragraphs of text (> 2 lines) |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
| **Readability** | Light background with dark text preferred |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
|  | Font size > 24 point should be used |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
|  | Font color should be readable against the background without straining the eyes |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |

Reference: Watts E, Peacock O, Liyanage S et al. Presentation skills amongst surgical trainees at a national conference: An observational study. J R Soc Med Sh Rep, 2012; 3:30. DOI 10.1258/shorts.2011.011134

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| **Presentation Style** | Make good eye-contact with the whole audience |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
|  | Speak loudly and with a confident presentation style |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
|  | Face the audience, not the slide screen. |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
|  | Presenters should know their talk w/o reading the slides or extensive notes |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
| **Timing** | Presenters should keep to the allocated time |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
| **Number of Slides** | Presenters should aim for an average of 1 slide per minute and avoid rushing through slides |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |
| **Adding Interest** | Images and diagrams should be used to enhance the point being made |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent**  **NA** |
|  | Audio and video should be used if appropriate (add value) |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent**  **NA** |
| **Distractions** | Avoid distracting slide transitions unless animation serves purpose |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent**  **NA** |
|  | References should not be displayed. Speaker should be able to refer to reference if question arises. |  | **1 = poor, 2 = fair**  **3 = good 4 =excellent** |