



- E X P L A I N -

Assess your learning: is your talk well-structured?

Use the following checklists to make sure that your talk is well structured.

CHECK LIST – For University (EQF 6)			
QUESTIONS	YES	NO	Aspects to change or improve
Does the title capture the essence of my presentation?			
Is there an introduction, a development section and a conclusion?			
Does the introduction make clear what I'm going to talk about?			
Does the introduction grab the audience's attention?			
Is the content structured logically?			
Are the single topics logically connected?			
Does all the content keep to the basic theme of my presentation?			
Are all the key issues thoroughly and clearly analysed?			
Are statements/ideas supported by appropriate evidence?			
Are all sources referenced correctly?			
Is the subject tackled from different points of view?			
Does the conclusion summarize the main points?			
Does the conclusion contain my personal opinion, with evidence or reasoning?			
Is there a memorable final sentence?			
Is the language register appropriate to the theme, the aim and the audience?			



- E X P L A I N -

CHECK LIST – For Vocational Training and Secondary Schools (EQF 3/4/5)

QUESTIONS	YES	NO	Aspects to change or improve
Does the title capture the essence of my presentation?			
Is there an introduction, a development section and a conclusion?			
Does the introduction grab the audience's attention?			
Is the talk structured logically?			
Is all the content relevant?			
Does the conclusion summarize the main points?			
Is the expression of my personal opinion appropriate for this presentation?			
Is there a memorable final sentence?			