**Swarthmore Speaking Associate Comments**

**Presentation:** Does the presentation have a clear argument or thesis? Is the material organized effectively?

**Public Speaking:** Does the speaker’s oral delivery and nonverbal behavior complement his or her message?

**Common Pitfalls**

Too loud Reading from paper

Too soft No strategic pauses

Too fast Limited eye contact

Too slow Vocal fillers

Monotone Slouched posture

Unclear diction Fidgety

No facial expression

**Visual Aids:** Are visual aids strategically chosen to aid the listener’s understanding? Are they easy to read?

**Common Pitfalls**

Too many fonts Text-heavy

Too animated Too much

Not enough visual aids

Presenter not familiar with technology

**Time Management:** Is the presentation within the time limits and well-paced?