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| Criterion | Questions to ask | Comments |
| Clarity  | Is it clear what the presenter is trying to convey? Is it easy to identify the main message of the presentation? Does the speaker enunciate clearly and are vocalized pauces (um, er…) not distracting? |  |
| Structure  | Clearly explains who you are, what you do, and why audience should care? |  |
| Targeted to appropriate audience  | Does the presenter engage the appropriate audience by highlighting relevant information and tailoring it to the listener? |  |
| Body language  | Speaker makes eye contact, and gestures and facial expression adds to message and convey interest and enthusiasm? |  |
| Is there a clear next step? | Is it clear to listener what is next? Connect on LinkedIn, email follow up with information? Grab a coffee? |  |
| Timing (60 sec or less) | Did the presenter keep to the time? |  |

Additional Comments?