

## Checklist for self- assessment of a lecture

**KEY**

**3: Is competent at performing this skill and requires no additional practice**

**2: Can perform this skill but requires additional practice**

**1: Cannot perform this skill and requires extensive practice**

**NA: Skill not applicable to this lecture presentation**

**NO: Skill not observed during this lecture presentation (Note that there is space for five observations. If necessary, you can assess your performance on five different occasions. After your first lecture you should set some goals to improve specific presentation skills. By the time you make your fifth presentation, you should be receiving mostly “3s” for each presentation skill)**

Lecture Skills Checklist					
Presentation Skills	Self-Observations				
	Lecture 1	Lecture 2	Lecture 3	Lecture 4	Lecture 5
<b>Preparation Skills</b>					
Selected lecture methods in advance.					
Prepared lecture notes in advance.					
Prepared audiovisuals in advance.					
Planned effective techniques to introduce the lecture.					
Arranged room appropriately.					
<b>Verbal Presentation Skills</b>					
Projected voice (changed pitch, tone and volume).					
Avoided fillers (e.g., “um,” “er,” “you know,” etc.).					
Used many examples.					
Provided praise and reinforcement.					
Accepted student ideas and suggestions.					
Used appropriate humor.					
<b>Nonverbal Presentation Skills</b>					
Maintained eye contact.					
Maintained positive facial expressions.					
Gestured with hands and arms.					
Maintained good posture.					

Moved around the room with energy.					
Followed lecture notes.					
<b>Questioning Skills</b>					
Asked questions at varying levels of difficulty.					
Asked questions to group.					
Asked questions to individual students.					
Involved all students (if possible).					
Repeated student responses and questions.					
Provided positive reinforcement.					
<b>Audiovisual Skills</b>					
Used presentation media correctly.					
<b>Summarizing Skills</b>					
Asked for questions.					
Asked questions.					
Used media to review main points.					
<b>Additional point for patient lecture</b>					
Imparted only the minimal necessary theoretical knowledge					
Generated interest and curiosity in the subject to encourage further self learning					
Matched well with the theme of the week					
<b>Content</b>					
Clear slides - good line spacing/fonts/colors					
Clear objectives specified					
Set induction at beginning					
Summary/conclusion					
Conceptual basis given without information overload					