## 1) Appearance & Introduction
- a) Appearance - neat, well groomed.
  Good Posture
- b) Voice – pleasing, clear, distinct, correct English
- c) Shows poise and enthusiasm

## 2) Presentation
- a) Introduction - attention getting and gives purpose of Demonstration
- b) Main points are clearly stated
- c) Summary – interesting, short, but complete
- d) Demonstration given convincingly
- e) Equipment - well selected and organized and/or visuals – neat, clear, well-illustrated
- f) Work area left neat

## 3) Subject Matter
- a) Well organized and selected
- b) Source of information accurate and up-to-date
- c) Practical questions - answered accurately