

PRESENTATION WORKING SHEET

Candidate's name:	
Presentation topic:	

	✓	Notes
Introduction Opening courtesies/tone/manner Outline purpose and approach		
Structure of the presentation Easy to follow		
Content Relevant to the title Appropriate vision and philosophy Shows knowledge Focuses on role of headteacher/deputy headteacher Shows enthusiasm Identifies range of challenges/opportunities		
Presentation skills/technique Personal impact and presence Commands credibility as future headteacher/deputy headteacher Engages with audience/interesting Speaks clearly Manages the time well		
Conclusion Summarises key points		

Grade:	1	2	3	4	5
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lowest



highest