

SOA: Evaluate Content Worksheet

Use this worksheet to evaluate the soundness of your content. See *Creating Content Meeting Workbook* on the Volunteer Resource web page for additional details.

Worksheet 6: Evaluating Content Soundness			
Directions: Use the checklist below to review and evaluate the soundness of your presentation.			
Does your presentation meet the following criteria?	Yes	No	
Are the content details accurate?			
Are the content details complete?			
Are the content details up-to-date?			
Is the content at an appropriate level of details for your identified audience?			
Is the content sequenced properly?			
Does your presentation flow smoothly?			
Is the content vocabulary level appropriate for your audience?			
Is the use of jargon avoided?			
Is the delivery mode appropriate for the content?			
Do your activities or audience interactions support the content?			
Is the general quality of the content consistent with SOA standards?			
Make revisions to your content if you answered NO to any of the questions.			