

# N.D. Communication Arts Program

# Presentation Software

## Evaluation Form



Title of Presentation \_\_\_\_\_

Name of Presenter(s) \_\_\_\_\_ Division \_\_\_\_\_

Age \_\_\_\_\_ Years in 4-H \_\_\_\_\_ County \_\_\_\_\_ Placing \_\_\_\_\_

Individual     Team

	Things Done Well	Things That Could Be Improved
<p><b>Material Organization (30%)</b></p> <p>A. Has defined the audience for whom the presentation was prepared</p> <p>B. Can explain what the target audience should be able to do/know after hearing/seeing the presentation</p> <p>C. Understands and utilizes the basic presentation techniques</p> <ul style="list-style-type: none"> <li>- Title</li> <li>- Attention getting introduction</li> <li>- Main points (body)</li> <li>- Summary</li> </ul> <p>D. Can credit sources (cite sources at end or throughout presentation)</p> <p>E. Understands principles of graphic design, visual and multimedia uses in presentation of information</p>		
<p><b>Workmanship and Techniques of Project (50%)</b></p> <p>A. Graphic Design</p> <ul style="list-style-type: none"> <li>- Legibility</li> <li>- Contrast</li> <li>- Continuity</li> <li>- Consistency, uniformity of presentation, color, transitions</li> <li>- Images compliment subject matter</li> </ul> <p>B. Visual and Multimedia</p> <ul style="list-style-type: none"> <li>- Use of media such as photos, audio, graphics, if appropriate</li> </ul> <p>C. Timing</p> <ul style="list-style-type: none"> <li>- Number of minutes</li> <li>- Use of Time</li> </ul>		
<p><b>Delivery and Presentation (20%)</b></p> <p>A. Vocal</p> <ul style="list-style-type: none"> <li>- Voice</li> <li>- Enunciation-clarity, pronunciation</li> <li>- Volume</li> <li>- Sincerity</li> <li>- Conversational style</li> <li>- Emphasis where needed</li> <li>- Rate</li> <li>- Pitch</li> <li>- Grammar</li> </ul> <p>B. Physical</p> <ul style="list-style-type: none"> <li>- Gestures</li> <li>- Eye Contact</li> <li>- Stance, mannerisms, poise</li> <li>- Appropriately dressed</li> </ul> <p>C. Overall Effectiveness</p> <ul style="list-style-type: none"> <li>- Audience impact</li> <li>- Appeal</li> <li>- Impression</li> </ul> <p>D. Team</p> <ul style="list-style-type: none"> <li>- Both team members participated in the presentation (if applicable)</li> </ul>		