

Oral Presentation Evaluation Form

Name of Presenter _____

Date _____

Evaluator:

Faculty ____

Student ____

Visitor ____

Poor

Good

Excellent

Organization

Presentation includes introduction, main section, conclusions
Each part is clearly defined

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Clarity

The main points are made clearly and supported by evidence

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Completeness

All main/relevant points are explored sufficiently
Presentation adheres to guidelines

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Command of Material

Student is knowledgeable about subject matter
Information is accurate

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Appropriateness of Material

Information is presented at the appropriate level for the audience

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Pace

Material is covered at a suitable rate for comprehension

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Voice

Appropriately loud and clear
Distracting mannerisms are avoided

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Handling of Questions

Provides accurate information when answering questions
Is able to field reasonable questions
Answers are of appropriate length and depth

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Comments