

Oral Presentation Evaluation Form

Date:	Student Name:				
Topic (Weight)	Unacceptable (0)	Marginal (1)	Acceptable (2)	Exceptional (3)	Points
Organization & Structure (1)	Not possible to understand presentation due to absence of structure.	Difficult to follow presentation due to erratic topical shifts & jumps.	Most information is presented in logical order which is easy to follow.	All information is presented in a logical, interesting & novel sequence, which is easily followed.	
Content & Knowledge (3)	No grasp of information. Unable to answer questions about subject.	Uncomfortable with information. Capable only of answering rudimentary questions.	At ease with content & able to elaborate & explain to some degree.	Demonstration of full knowledge of the subject with explanations & elaboration.	
Visual Aids & Neatness (2)	No visual aids.	Occasional use of visual aids, however they barely support text or presentation. Several misspellings and/or grammatical errors on slides.	Visual aids are related to text & presentation. Minor misspellings and/or grammatical errors.	Text & presentation are reinforced by the use of visual aids. Negligible misspellings and/or grammatical errors.	
Delivery & Speaking Skills (2)	Significant mumbling & incorrect pronunciation of terms. Voice level too low or too high. Monotonous, no eye contact, rate of speech too fast or too slow	Occasional mispronunciation of terms. Little eye contact, uneven rate, only little expression	Voice is clear & at a proper level. Most words pronounced correctly. Some eye contact, steady rate, excessively rehearsed	Clear voice & correct, precise pronunciation of terms. Good eye contact, steady rate, enthusiasm, confidence	
Candidate Appearance (1)	Sweats, Shorts, flip-flops, hair uncombed	Jeans, t-shirt, polo shirt, tennis shoes	Business casual: Dockers or other dress slacks, polo shirt, dress shoes	3-piece suit, shirt/blazer/dress slacks, dress shirt, tie, dress shoes or uniform	
Presentation Length (1)	Too long or too short. +/- 10 minutes	+/- 6 minutes	+/- 4 minutes	+/- 2 minutes	
OVERALL PERFORMANCE	Unacceptable	Marginal	Acceptable	Exceptional	TOTAL
POINTS REQUIRED	0-7	8-15	16-23	24-30	