

Presentation Communications Evaluation Form

Group Elements

• **Formal group introduction**

<input type="checkbox"/> Professional; included individual first/last names, presentation topic, and agenda	<input type="checkbox"/> Needs improvement: lacked 0 agenda 0 presentation topic and/or 0 first and/or last names	<input type="checkbox"/> Very poor introduction; lacked organization and important information
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• **Formal conclusion**

<input type="checkbox"/> Professional; provided final overall thoughts and opened for questions	<input type="checkbox"/> Needs improvement: only restated agenda list instead of actual final thoughts on topic	<input type="checkbox"/> Very poor conclusion; lacked organization, was abrupt, and did not provide a professional ending
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• **Supplements: Presentation slides and/or handouts**

<u>Meets expectations</u>	<u>Needs improvement</u>	<u>Needs improvement</u>
<input type="checkbox"/> Good slides w/nice color and contrast <input type="checkbox"/> Well-used pictures/ logos	<input type="checkbox"/> Some slides contained too little text; could combine some slides <input type="checkbox"/> More color or pictures needed for interest	<input type="checkbox"/> Some slides contained too much text; need two or more slides for information <input type="checkbox"/> Too many full sentences on slides
<input type="checkbox"/> Appropriate opening, agenda, and conclusion slides	<input type="checkbox"/> Font was too small in areas; hard to read <input type="checkbox"/> Missing agenda slide <input type="checkbox"/> Missing conclusion/questions last slide	<input type="checkbox"/> Needed consistency with capitalization and/or punctuation, particularly: 0 No period if not a full sentence 0 Capitalization at start of bullet point

Individual Delivery Elements

• **Poise/body stance**

<u>Meets expectations</u>	<u>Needs improvement:</u> <u>face full audience as often as possible</u>	<u>Needs improvement:</u> <u>when speaking or not speaking</u>
<input type="checkbox"/> Maintained nice, natural presentation style and stance when speaking and fully faced audience	<input type="checkbox"/> Body slightly faced more toward center and windows or doors side; limited connection with 0 windows side or 0 door side of room	<input type="checkbox"/> Crossed arms during presentation; this action can make you seem uninterested or defensive/less approachable
<input type="checkbox"/> Presented with confidence and knowledge of subject; built solid credibility with audience	<input type="checkbox"/> Often turned head sideways to read/glance at presentation slides on 0 large front screen or 0 podium monitor	<input type="checkbox"/> Crossed/uncrossed legs on & off <input type="checkbox"/> Rocked back and forth or 0 side to side <input type="checkbox"/> Leaned on podium/back wall/side wall
<input type="checkbox"/> Well poised when other group members are speaking and/or during Q&A	<input type="checkbox"/> Turned whole body sideways to read slides; blocked 0 center 0 windows side and/or 0 door side of room	<input type="checkbox"/> One/both hands in pocket(s) <input type="checkbox"/> One/both hands on hip(s) <input type="checkbox"/> Tossed hair back to keep out of eyes

• **Gestures/hand movements**

<u>Meets expectations</u>	<u>Needs improvement</u>	<u>Needs improvement</u>
<input type="checkbox"/> Gestured appropriately and naturally	<input type="checkbox"/> No gestures at all; some are natural <input type="checkbox"/> Played 0 occasionally or 0 constantly with _____	<input type="checkbox"/> Be cautious of: _____ _____ _____

• **Eye contact**

<u>Meets expectations</u>	<u>Needs improvement</u>	<u>Needs improvement: minimal/no connection</u>
<input type="checkbox"/> Maintained eye contact and scanned audience (turned toward various sections of room during presentation)	<input type="checkbox"/> Solid eye contact, but missed 0 windows side, 0 center, and/or 0 door side <input type="checkbox"/> Eye contact was only intermittent due to reliance on slides/notes	Speaker stared at: 0 notecards 0 podium monitor 0 large front screen 0 back room screen 0 professor 0 grader

• **Use of fillers (i.e.: and, so, and then, um, uh, like) and topic changes**

<u>Meets expectations</u>	<u>Needs improvement</u>	<u>Needs improvement</u>
<input type="checkbox"/> Nicely avoided unnecessary fillers. <input type="checkbox"/> Good transitions between topics.	<input type="checkbox"/> Used _____ 0 occasionally 0 quite a bit <input type="checkbox"/> Unnecessary "Now I will talk about/discuss": eliminate and just start talking about it	<input type="checkbox"/> Started new sentences/topics/slides with _____

• **Voice**

<u>Meets expectations</u>	<u>Needs improvement</u>	<u>Needs improvement</u>
<input type="checkbox"/> Made good use of voice, including pace and volume; overall, delivery was practiced and polished	<input type="checkbox"/> Overused "they"; too vague of a reference <input type="checkbox"/> Some awkward pauses; need notecards or more practice beforehand to improve delivery	<input type="checkbox"/> Spoke in a monotone voice; needed variation <input type="checkbox"/> Voice was too soft 0 occasionally or 0 overall <input type="checkbox"/> Spoke 0 too quickly or 0 too slowly

• **Transition between speakers**

<input type="checkbox"/> Smooth transition to start and finish your section of the presentation	<input type="checkbox"/> Needs improvement: both person ending section and person starting new section introduced new topic (doesn't seem cohesive) Speakers: 1-2 2-3 3-4 4-5 5-6	<input type="checkbox"/> Needs improvement to FINISH STRONG: before your section ended, 0 voice trailed off 0 turned body/voice/eye contact away to hand off presentation clicker
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