

Presentation Communications Evaluation Form

Presentation Elements

• **Structure**

◊ Professional introduction; included individual first/last names, presentation topic, and agenda.	◊ Acceptable introduction, but lacked ◊ agenda ◊ presentation topic and/or ◊ individual first and/or last names.	◊ Very poor introduction; lacked organization and important information.
◊ Smooth transitions between group member sections; well-rehearsed and cohesive.	◊ Awkward transition; both person ending section and person starting new section introduced new topic. Speakers: 1-2 2-3 3-4 4-5 5-6	◊ Awkward transition: ◊ voice trailed off at end of your section and/or ◊ turned body/voice/eye contact away just before your presentation was completed
◊ Professional conclusion; included final overall thoughts and left topic open for questions.	◊ Acceptable conclusion, but lacked ◊ final thoughts on presentation topic and/or ◊ opening for questions.	◊ Very poor conclusion; lacked organization, thought, and a professional ending to the presentation.
◊ Appropriate spacing between group members and between podium and screen.	◊ All group members stood in a cluster behind podium; the group looked very cramped and hid some member.	◊ Awkward group spacing: ◊ too far from screen ◊ too many people on one side or ◊ _____.

• **Supplements**

◊ Professional slides w/nice color and contrast. ◊ Use of pictures/ logos was great!	◊ Some slides contained too little text; could combine some slides. ◊ More color ◊ more pictures needed for interest.	◊ Some slides contained too much text; looked very cluttered. ◊ Too many full sentences on slides.
◊ Appropriate opening, agenda, and conclusion slides	◊ Font was too small in areas; hard to read. ◊ Missing agenda slide. ◊ Missing conclusion/questions last slide.	◊ Needed consistency with capitalization and/or punctuation, particularly: _____ _____

Delivery Elements

• **Poise**

◊ Maintained nice, natural stance and presentation style when speaking.	◊ Crossed/uncrossed legs on & off. ◊ Rocked back and forth or ◊ side to side.	◊ Crossed arms during presentation; this action can make you seem uninterested.
◊ Presented with confidence and knowledge of subject; built solid credibility with audience.	◊ Often turned head sideways to read/glance at presentation slides.	◊ Often or at times turned whole body sideways to read slides; blocked ◊ center ◊ windows side and/or ◊ door side of room.
◊ Maintained nice, natural stance and presentation style when other group members are speaking and/or during Q&A.	When speaking or not speaking: ◊ One/both hands in pocket(s). ◊ Leaned heavily on podium/back wall/side wall.	◊ Body slightly faced more toward center and one side (_____); limited connection with ◊ windows side or ◊ door side of room.

• **Facial expressions**

◊ Varied expression and added emphasis at appropriate times, with enthusiasm.	◊ Maintained pleasant expression.	◊ Looked too serious most of the time; should smile and vary expressions more.
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• **Gestures**

◊ Gestured appropriately. ◊ No gestures at all; some are natural.	◊ Tossed hair back to keep out of eyes. ◊ Played ◊ occasionally or ◊ constantly with _____ _____	◊ Be cautious of: _____ _____ _____
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• **Eye contact**

◊ Maintained eye contact and scanned audience (turned toward various sections of room during presentation).	◊ Maintained eye contact fairly well, but missed ◊ windows side, ◊ center, and/or ◊ door side. ◊ Eye contact was only intermittent due to reliance on slides/notes.	◊ Very minimal/ no eye contact. Speaker stared at: ◊ note cards ◊ large front screen ◊ professor ◊ podium screen ◊ back room screen ◊ grader
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• **Voice**

◊ Made good use of voice overall, including pace and volume.	◊ Spoke in a monotone voice; needed variation. ◊ Overused "they" as a reference; need more specific wording for audience understanding.	◊ Voice was too soft ◊ occasionally or ◊ overall. ◊ Spoke ◊ too quickly or ◊ too slowly.
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• **Use of fillers (and, so, um, and then, etc.) and transitions**

◊ Nicely avoided unnecessary fillers. ◊ Good transitions between topics.	◊ Used _____ ◊ occasionally or ◊ quite a bit ◊ Unnecessary "Now I will talk about/discuss..."	◊ Started new sentences/topics/slides with _____
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• **Timing of presentation**

◊ Section length fit well with other members'.	◊ Group member's section seemed very long.	◊ Group member's section seemed very short.
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Comments: