

Oral Presentation Evaluation Form

SPEAKER'S NAME _____

Demeanor of Speaker (20 points possible)

1. Presented in a professional manner. _____
2. Appeared calm and collected. _____
3. Projected self-confidence while speaking. _____
4. Made all movements purposeful, not manifestations of nervousness. _____
5. Audible pauses, dress, gum, um... _____

Structure of Presentation (30 points possible)

1. Used attention-getting opening or effective transition from previous speaker. _____
2. Included an explicit preview and stated purpose. _____
3. Developed the main ideas with relevant supporting information. _____
4. Helped the audience remember main points. _____
5. Incorporated internal transitions. _____
6. Helped audience remember main points and properly concluded or transitioned to next speaker. _____

Use of Eye Contact (20 points possible)

1. Maintained frequent eye contact with the entire audience and minimized the time looking at presentation notes. _____
2. Minimized eye contact with the audio-visual equipment. _____

Use of Audio-Visual Aids (25 points possible)

1. Used appropriate visuals for given portion of report. _____
2. Designed visuals with useful (but minimal) text. _____
3. Ensured the print size is legible in the back of the room. _____
4. Used a consistent format for related visuals. _____
5. Used appropriate, error-free visuals for the information presented. _____

Responding to Questions (0 points possible)

1. Shared the responsibility for ensuring that all relevant questions are satisfactorily addressed and followed group outline. _____

Actions of Group Members (5 points possible)

1. Used proper business etiquette when introducing the next speaker and turned the lectern over to the next speaker. _____

POSSIBLE POINTS _____ 100

SPEAKER'S EVALUATION _____

Time: Start _____ End _____