Kuwait University College of Engineering and Petroleum

Oral Presentation Evaluation Form

Presentation Title:
Course Number and Title:
Date:
Student Name(s):
Evaluator:

Rank each criterion by assigning a numerical grade from lowest 1 to highest 4.

	Organization Subject knowledge	Student presents information in logical, interesting sequence which audience can follow. Student demonstrates full knowledge by answering all questions with explanations and elaboration.	Student presents information in logical sequence which audience can follow. Student is at ease with expected answers to all questions, but fails	Audience has difficulty following presentation because student jumps around Student is uncomfortable with information	Audience cannot understand presentation because there is no sequence of information. Student does not have grasp of	
	knowledge	full knowledge by answering all questions with explanations and	with expected answers to all questions, but fails	uncomfortable with information		
			to elaborate.	and is able to answer only rudimentary questions.	information; student cannot answer questions about subject.	
	Visual aids and surface features	Student's graphics explain and reinforce screen text and presentation. Screen text is error-free.	Student's graphics relate to text and presentation. Screen text has few errors.	Student occasionally uses graphics that rarely support text and presentation. Screen text contains errors.	Student uses superfluous graphics or no graphics and erroneous text	
E	Eye contact	Student maintains eye contact with audience, seldom returning to notes.	Student maintains eye contact most of the time but frequently returns to notes.	Student occasionally uses eye contact, but still reads most of report.	Student reads all of report with no eye contact.	
	Elocution	Student uses a clear voice and correct, precise pronunciation of terms. All audience members can hear presentation	Student's voice is clear. Student pronounces most words correctly. Most audience members can hear presentation.	Student's voice is low. Student incorrectly pronounces terms. Audience members have difficulty hearing presentation.	Student mumbles, incorrectly pronounces terms, and speaks too quietly for students in the back of class to hear.	
	Kinesthetic fetures	Student moves easily before the audience and invites and answers questions	Student incorporates positive body language and answers questions	Student uses minimum physical gestures, poor posture, avoids questions	Student fidgety, hands in pockets, slouched, stationary posture, no engagement with audience, deflects questions	
²⁵ T	Total points:					