

Oral Presentation Evaluation Form

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

*Assign a weight (W) for each criterion to be evaluated. Sum of weights is 20.
Rank each criterion by assigning a numerical grade (G) from lowest 1 to highest 5.*

	Weight (W)	Grade (G)	W*G																				
1. Presentation style. <i>Presenter's voice is clear and audible. Presenter has good control of gestures and motions. Presenter exhibits self-confidence.</i>	<input style="width: 30px; height: 20px;" type="text"/>	<table border="1" style="border-collapse: collapse; width: 100%; height: 100%;"> <tr><td style="width: 20%;">1</td><td style="width: 20%;">2</td><td style="width: 20%;">3</td><td style="width: 20%;">4</td><td style="width: 20%;">5</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	1	2	3	4	5																<input style="width: 30px; height: 20px;" type="text"/>
1	2	3	4	5																			
2. Use of audio-visual aids. <i>Audio-visual aids are used to support the presentation. Quality of audio-visual aids is appropriate.</i>	<input style="width: 30px; height: 20px;" type="text"/>	<table border="1" style="border-collapse: collapse; width: 100%; height: 100%;"> <tr><td style="width: 20%;">1</td><td style="width: 20%;">2</td><td style="width: 20%;">3</td><td style="width: 20%;">4</td><td style="width: 20%;">5</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	1	2	3	4	5																<input style="width: 30px; height: 20px;" type="text"/>
1	2	3	4	5																			
3. Content of the presentation. <i>Main ideas are presented logically. Objectives are stated clearly and are met. Allotted time is used efficiently.</i>	<input style="width: 30px; height: 20px;" type="text"/>	<table border="1" style="border-collapse: collapse; width: 100%; height: 100%;"> <tr><td style="width: 20%;">1</td><td style="width: 20%;">2</td><td style="width: 20%;">3</td><td style="width: 20%;">4</td><td style="width: 20%;">5</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	1	2	3	4	5																<input style="width: 30px; height: 20px;" type="text"/>
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4. Audience. <i>Content and style is appropriate to audience level. Competent response to questions and comments.</i>	<input style="width: 30px; height: 20px;" type="text"/>	<table border="1" style="border-collapse: collapse; width: 100%; height: 100%;"> <tr><td style="width: 20%;">1</td><td style="width: 20%;">2</td><td style="width: 20%;">3</td><td style="width: 20%;">4</td><td style="width: 20%;">5</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	1	2	3	4	5																<input style="width: 30px; height: 20px;" type="text"/>
1	2	3	4	5																			
5. Quality of technical information presented. <i>Quality of recommendations and discussion is appropriate. Ideas presented reflect originality and innovative thinking.</i>	<input style="width: 30px; height: 20px;" type="text"/>	<table border="1" style="border-collapse: collapse; width: 100%; height: 100%;"> <tr><td style="width: 20%;">1</td><td style="width: 20%;">2</td><td style="width: 20%;">3</td><td style="width: 20%;">4</td><td style="width: 20%;">5</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	1	2	3	4	5																<input style="width: 30px; height: 20px;" type="text"/>
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GRADE = Σ (W* G) = _____ %

Comments:
