Evaluation of Presentation

Name _____   **Date** _____

Topic _____

The maximum number of points that may be assigned to each item is given in square brackets.

_____ 1.   The presentation was well organized (with an introduction, main body, and conclusion), and the organization was made clear to the audience. The speaker began with a summary of what was to be covered and ended with a review of what had been covered. The speaker completed the presentation within the allowed time (normally 20-25 minutes), leaving a few minutes for questions. [15]

_____ 2.   The talk was focused and the speaker was well prepared. The speech was obviously rehearsed before being presented to the audience, but was not presented in a manner that sounded memorized. [15]

_____ 3.   The speaker repeated each question to the audience before answering it. The answers afterwards were brief, relevant to the topic, and well informed. However, the speaker was willing to say, "I don't know" appropriately. [10]

_____ 4.   The talk was presented at a level understandable to the audience; it was neither too complicated (with involved theory or mathematics used only if necessary) nor too simple (didn't explain the obvious). [10]

_____ 5.   The speaker presented himself or herself well. S/he was well groomed, properly dressed, relaxed, cheerful, and enthusiastic. [5]

_____ 6.   The speaker had good audience rapport; s/he faced the audience, had good eye contact, and was alert and receptive to feedback from the audience. [5]

_____ 7.   The speaker spoke loudly and clearly, correctly pronouncing words and enunciating carefully. [10]

_____ 8.   The speaker maintained an even speaking pace, without rushing or dragging, and avoided speaking in a monotone. [10]

_____ 9.   Audio/visual aids were used effectively. The slides were not too wordy; each slide consisted of only a few key words. All illustrations were clearly labeled and

easy to read. Key points were effectively highlighted with (easy-to-see) colors and/or bullets. There were no grammar or spelling errors. [20]

_____ 10. The speaker gave credit to his/her sources both verbally and on the slides. The speaker also provided an acknowledgments slide crediting his/her major professor and others who contributed to the work being described. [10]

_____ 11. The speaker provided the web address for his/her slides and a Word document containing a reference list for the presentation to the instructor prior to the presentation as required on the syllabus. The speaker also gave the web address for the slides on the last slide. [5]