

Oral Presentation Evaluation Form

Content			
exhibits knowledge of content in presentation	6		
uses accurate, up to date resources	4		
answers questions accurately	4		
utilizes appropriate technology in presentation	4		
information organized so audience can grasp major concepts	6		
Organization			
conducts relevant pre-assessment	2		
states pertinent, clear and appropriate purpose	4		
presents material in a well-organized, logical sequence, easy for participants to follow	8		
present appropriate amount of material for time	6		
presents at appropriate level for group	8		
visual materials are visible, well organized and appropriate	8		
presents effective conclusion	2		
Delivery			
presents in a clear and easy to understand voice; speaks easily, not haltingly	4		
presents without distracting mannerisms	4		
gives enthusiastic, interesting presentation	4		
speaks at a speed appropriate for audience comprehension	4		
maintains eye contact, limited use of notes; does not read Powerpoint slides	6		
Audience Involvement			
assesses audience's understanding at appropriate intervals	6		
encourages audience involvement	6		
listens to and deals with questions effectively	4		
Total	100		
Comments:			
Evaluator's Signature _____	Date _____		
Student's Signature _____	Date _____		