

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.</i> <i>Presenter has good control of gestures and motions.</i> <i>Presenter exhibits self-confidence.</i>	<input style="width: 40px; height: 20px;" type="text"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">2</td><td style="width: 20px; text-align: center;">3</td><td style="width: 20px; text-align: center;">4</td><td style="width: 20px; text-align: center;">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: 40px; 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.</i> <i>Quality of audio-visual aids is appropriate.</i>	<input style="width: 40px; height: 20px;" type="text"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">2</td><td style="width: 20px; text-align: center;">3</td><td style="width: 20px; text-align: center;">4</td><td style="width: 20px; text-align: center;">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: 40px; height: 20px;" type="text"/>
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3. Content of the presentation. <i>Main ideas are presented logically.</i> <i>Objectives are stated clearly and are met.</i> <i>Allotted time is used efficiently.</i>	<input style="width: 40px; height: 20px;" type="text"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">2</td><td style="width: 20px; text-align: center;">3</td><td style="width: 20px; text-align: center;">4</td><td style="width: 20px; text-align: center;">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: 40px; height: 20px;" type="text"/>
1	2	3	4	5																			
4. Audience. <i>Content and style is appropriate to audience level.</i> <i>Competent response to questions and comments.</i>	<input style="width: 40px; height: 20px;" type="text"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">2</td><td style="width: 20px; text-align: center;">3</td><td style="width: 20px; text-align: center;">4</td><td style="width: 20px; text-align: center;">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: 40px; height: 20px;" type="text"/>
1	2	3	4	5																			
5. Quality of technical information presented. <i>Quality of recommendations and discussion is appropriate.</i> <i>Ideas presented reflect originality and innovative thinking.</i>	<input style="width: 40px; height: 20px;" type="text"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">2</td><td style="width: 20px; text-align: center;">3</td><td style="width: 20px; text-align: center;">4</td><td style="width: 20px; text-align: center;">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: 40px; height: 20px;" type="text"/>
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GRADE = $\Sigma (W * G) =$ _____ %

Comments:
