

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.

Weight		4	3	2	1	Score
	Organization	Student presents information in logical, interesting sequence which audience can follow.	Student presents information in logical sequence which audience can follow.	Audience has difficulty following presentation because student jumps around	Audience cannot understand presentation because there is no sequence of information.	
	Subject knowledge	Student demonstrates full knowledge by answering all questions with explanations and elaboration.	Student is at ease with expected answers to all questions, but fails to elaborate.	Student is uncomfortable with information and is able to answer only rudimentary questions.	Student does not have grasp of 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	
	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	Total points:					

Comments:
