

Evaluation of Oral Presentation

Presenter: _____

Topic: _____

- Rating Scheme:
- 10 --> Outstanding
 - 9 --> Commendable
 - 8 --> Good

 - 6 --> Fair

 - 4 --> Poor

 - 2 --> Unacceptable

	<u>Rating</u>
1. ORGANIZATION	_____
• Clear, concise purpose?	
• Degree of organization?	
• Meaningful closing?	
2. CONTENT	_____
• Appropriate subject matter?	
• Scope too broad or too narrow?	
• Wise selection of material presented?	
• Appropriate time length?	
3. DELIVERY	_____
• Personal appearance?	
• Posture, pantomime, audience contact?	
• Speech volume, rate, articulation?	
• Distracting mannerisms?	
4. VISUAL AIDS	_____
• Effectively used?	
• Understandable?	
• Appropriate?	
5. SPEAKER	_____
• Grasp of subject matter?	
• Evidence of preparation?	
• Clarity of thinking and expression?	
• Ability to hold the audience's interest?	
• Satisfaction in handling questions?	
6. OVERALL PRESENTATION	_____

Evaluation completed by: _____

Total: _____ / 60

Comments and Constructive Criticism

Presenter: _____

Topic: _____

1. ORGANIZATION

2. CONTENT

3. DELIVERY

4. VISUAL AIDS

5. SPEAKER

6. OVERALL PRESENTATION

These comments will be typed before they are given to the presenter so that your anonymity will be preserved as much as possible. You should attempt to provide specific suggestions for improvement rather than finding fault.