

Evaluation of Oral Presentation

Presenter: _____

Topic: _____

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

 - 6 --> Fair

 - 4 --> Poor

 - 2 --> Unacceptable

Rating

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 EFFECTIVENESS OF PRESENTATION

Evaluation completed by: _____

Total: _____ / 60