

Evaluation Criteria for Oral Presentation

Criteria	I'm fine	I need work	Comments
Introduction			
1. The presenter involved the audience right away.			
2. The presenter told the audience clearly and briefly what s/he would be presenting.			
Body			
3. The presenter clearly organized the main points.			
4. The presenter included the right amount and kind of information in support of each point.			
5. The presenter's ideas showed insight into the topic.			
6. The presenter used transitions effectively.			
7. The presenter cited his/her sources.			
Conclusion			
8. The presenter summarized the main points and/or made recommendations based on the content of the presentation.			
9. The presenter used a closing sentence to let the audience know s/he was finished.			
Format			
10. The presenter's power point presentation used a consistent format for his/her power point slides.			
11. The presenter accurately proof-read the text of the slides.			
12. The presenter used visual aspects of the slides creatively.			
Delivery			
13. The presenter looked at entire audience.			
14. The presenter was not overly dependent on notes/outline/slides.			
15. The presenter's gestures, movement, and posture were appropriate.			
16. The presenter's voice could be heard by entire audience.			
17. The presenter's voice showed interest and enthusiasm.			
18. The presenter used few detractors (um, ah)			
19. The presenter pronounced words clearly (including specialized terminology.)			
20. The presenter's spoken English was fluent and understandable.			
21. The presenter spoke for the appropriate amount of time.			

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