**Oral Presentation Evaluation Form**

Speaker(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The left-hand column lists statements about different aspects of the presentation. In the middle column, rate the speaker(s) on each aspect of the presentation by writing a number from 1 to 6, with 1 signifying that you strongly disagree with the statement and 6 signifying that you strongly agree with the statement. In the right-hand column, write any comments you wish the speaker(s) to see.

| **Aspect of the Presentation** | **Rating** (1 = strongly disagree,6 = strongly agree) | **Comments** |
| --- | --- | --- |
| **Organization and Development** | **Organization and Development** | **Organization and Development** |
| 1. In the introduction, the speaker related the topic to the audience’s concerns. |  |  |
| 2. In the introduction, the speaker explained the main points he or she wanted to make in the presentation. |  |  |
| 3. In the introduction, the speaker explained the organization of the presentation. |  |  |
| 4. I found it easy to understand the organization of the presentation. |  |  |
| 5. The speaker used appropriate and sufficient evidence to clarify the subject. |  |  |
| 6. In the conclusion, the speaker summarized the main points effectively. |  |  |
| 7. In the conclusion, the speaker invited questions politely. |  |  |
| 8. In the conclusion, the speaker answered questions effectively. |  |  |
| 9. The speaker used the allotted time effectively. |  |  |
| **Verbal and Physical Presence** | **Verbal and Physical Presence** | **Verbal and Physical Presence** |
| 10. The speaker used interesting, clear language to get the points across. |  |  |
| 11. The speaker used clear and distinct enunciation. |  |  |
| 12. The speaker seemed relaxed and poised. |  |  |
| 13. The speaker exhibited no distracting vocal mannerisms. |  |  |
| 14. The speaker exhibited no distracting physical mannerisms. |  |  |
| 15. The speaker made eye contact effectively. |  |  |
| 16. The speaker was enthusiastic. |  |  |
| **Use of Graphics** | **Use of Graphics** | **Use of Graphics** |
| 17. The speaker used graphics effectively to reinforce and explain the main points. |  |  |
| 18. The speaker used appropriate kinds of graphics. |  |  |
| 19. The speaker used graphics effectively to highlight the organization of the presentation. |  |  |
| 20. The graphics were easy to see. |  |  |
| 21. The graphics were easy to understand. |  |  |
| 22. The graphics looked correct and professional. |  |  |
| 23. The graphics helped me understand the organization of the presentation. |  |  |
| **For Group Presentations** | **For Group Presentations** | **For Group Presentations** |
| 24. The group seemed well rehearsed. |  |  |
| 25. The graphics were edited so that they looked consistent from one group member to the next. |  |  |
| 26. The transitions from one group member to the next were smooth. |  |  |
| 27. Each group member seemed to have done an equal amount of work in preparing and delivering the presentation. |  |  |

| **On the other side of this sheet, answer the following two questions.**28. What did you particularly like about this presentation?29. What would you have done differently if you had been the speaker? |
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