

## 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
<b>Organization and Development</b>		
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.		
<b>Verbal and Physical Presence</b>		
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.		
<b>Use of Graphics</b>		
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.		
<b>For Group Presentations</b>		
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.		
<p><b>On the other side of this sheet, answer the following two questions.</b></p> <p>28. What did you particularly like about this presentation?</p> <p>29. What would you have done differently if you had been the speaker?</p>		