

Term Paper Presentation Evaluation CSC100

SPEAKER: _____ EVALUATOR: _____

TOPIC: _____

INTRODUCTION	Excellent	Good	Average	Fair	Poor	N/A
Gained attention and interest	E	G	A	F	P	
State response wanted from the audience	E	G	A	F	P	
Say what qualifies speaker to talk on subject	E	G	A	F	P	
Previewed body of the speech	E	G	A	F	P	
Related topic to audience	E	G	A	F	P	
Transition to body of speech	E	G	A	F	P	
BODY AND VOICE						
Main points clear and separate	E	G	A	F	P	
Main points fully supported with evidence	E	G	A	F	P	
Organization clear and well planned	E	G	A	F	P	
Articulation clear and accurate	E	G	A	F	P	
Language appropriate	E	G	A	F	P	
Transition statements clear and effective	E	G	A	F	P	
CONCLUSION						
Explicitly identify transition points	E	G	A	F	P	
Summarized effectively	E	G	A	F	P	
Reinforced central idea	E	G	A	F	P	
Concluded effectively	E	G	A	F	P	
DELIVERY						
Maintained eye contact	E	G	A	F	P	
Used voice effectively	E	G	A	F	P	
Used gesture effectively	E	G	A	F	P	
Dressed appropriately	E	G	A	F	P	
Eliminated excessive movement	E	G	A	F	P	
POWERPOINT						
Presented visual aids effectively	E	G	A	F	P	
About the right number of slides	E	G	A	F	P	
About right amount of material on a slide	E	G	A	F	P	
Use of AutoContent Wizard	E	G	A	F	P	
Use of graphics	E	G	A	F	P	
Use of transition effects	E	G	A	F	P	
Use of animation	E	G	A	F	P	
Use of table	E	G	A	F	P	
Use of organization chart	E	G	A	F	P	
Use of Word Art	E	G	A	F	P	
OVERALL EVALUATION						
Topic challenging	E	G	A	F	P	
Completed in time limit	E	G	A	F	P	

Term Paper Presentation Evaluation CSC100

SPEECH WORKSHEET FOR POWERPOINT WORKSHOP

SPEAKER: _____

TOPIC: _____

State the following:

What is the purpose of the presentation?

Central Idea on which the speech is based.

Sound Byte Summary.

Main points of your speech.

Characterize the audience expected to be present for the speech.

Is there an indirect target audience for the speech?

Why is your speech appropriate for these particular audiences?

How did you gather materials for your speech? What are your sources? What types of research did you use?

What deliberate and specific vocal choices (calm, shout, melodramatic, etc.) did you make in the delivery of your speech?

What deliberate and specific physical choices did you make in the delivery of your speech?

What PowerPoint features did you use in your presentation, and why?