

ORAL PRESENTATION EVALUATION FORM

NAME: _____ ACCOUNT NO. _____

DATE: _____ PROJECT: _____

1= Needs improvement

2= Regular

3 = Very good

Substance:

- 1 Was the topic worthwhile?
- 2 Did the speaker do sufficient research?
- 3 Was the information given by the speaker stated clearly?
- 4 Were the sources cited during the speech?
- 5 Do you consider the speech was complete?

Structure:

- 6 Was the introduction interesting and creative?
7 Did the introduction adequately preview the message?
8 Was the speech easy to follow?
9 Could you identify the main points of the proposed issue?
10 Were transitions used to indicate the different main ideas?
11 Did the conclusion summarize the message?
12 Did the conclusion help you remember the main ideas?

Presentation:

- 13 Was the language clear, simple and direct?
- 14 Was grammar correct?
- 15 Was pronunciation clear and correct?
- 16 Did the speaker use his/her notes very little?
- 17 Was the speaker appropriately enthusiastic?
- 18 Did the speaker maintain good eye contact?
- 19 Did gestures and body language complement ideas?
- 20 Were the rate and volume appropriate?
- 21 Did the speaker inform you about his/her topic
- 22 Did the speaker use presentation aids?
- 23 Did the aids help you understand the main points?
- 24 Were presentation aids skillfully used by the speaker?
- 25 Was the presentation free from distracting movements?

Total number of points / 75 =