Presentation Evaluation

Presenter: ....

Criteria	Excellent 5	Good 4–3 Fair	2–1 Poor	Points
Content; Knowledge and Understanding	Topic and content is relevant and interesting; shows excellent understanding of material/subject and mastery of skills learned; thesis/argument/points are original, focused, insightful; extends classroom discussion; shows appropriate and effective research	Shows good grasp of material, skills and vocabulary learned; clear thesis/arguments/points; some research but not clearly relevant or necessary	Shows basic, superficial, or little understanding of material/subject, skills learned, and relevant vocabulary; thesis or argument is broad, vague, obvious, unbalanced, or not thought-provoking; not well-prepared	
Organization	Logical, creative, appropriate organization that fits content well; easy to follow; effective opening, well-developed body, and strong conclusion	Some structure to organization of presentation but not always logical or appropriate	No clear logic or order to organization; hard to follow content	
Communication	Eloquent, grammatical, engaging speech using appropriate diction and is clear and loud enough to hear throughout the room; correct pronunciation; suitable pace and pauses; engages audience through gestures and eye contact; respectfully dressed; poised; visual aid well designed and enhances presentation; 11½ to 12 minutes	Clear speech with some grammatical errors; occasional eye contact; appropriately dressed but not entirely neat; visual aid generally repeats presentation; overtime or undertime (ex. 13–14 or 10–11 minutes long)	Unclear, slurred, fitful, slangy, monotone, too soft or too loud speech with frequent grammatical errors; speaks too quickly or slowly; little or no eye contact; fidgety manner; unkempt attire or grooming; visual aid cluttered, distracting, hard to read, irrelevant or unnecessary; seriously overtime or undertime (i.e. > 14 or < 10 minutes long)	

Additional Comments: **Total _____/15**

Common Presentation Problems:

- ❏ Failure to follow instructions
- ❏ Speaking in monotone, like a robot
- ❏ Not making enough eye contact
- ❏ All style, no substance
- ❏ Keeps the audience guessing as to what the objective is
- ❏ Organizing information around personal interests rather than what the audience wants/needs to know

- ❏ Plagiarism
- ❏ Ignoring time limits
- ❏ Creating slides that are cluttered and difficult to read
- ❏ Packing in as much text on each slide as possible
- ❏ Using color combinations with low contrast
- ❏ Using clip art to fill in blank spaces on slides