Presentation Evaluation

Presenters: ....

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 and mastery of skills learned; thesis is original, focused, insightful; extends classroom discussion; shows appropriate and effective research	Shows good grasp of material, skills and vocabulary learned; clear thesis; some research but not clearly relevant or necessary	Shows basic, superficial, or little understanding of material, 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; 7 minutes	Clear speech with some grammatical errors; occasional eye contact; appropriately dressed but not entirely neat; visual aid generally repeats presentation; 8–9 or 5–6 minutes	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; < 5 minutes or > 9 minutes	

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