

PRESENTATION EVALUATION FORM

Speaker: _____

Title: _____

Evaluator: _____

PRESENTATION – 100pts

- | | |
|---|------------|
| 1. Started on time | 3pts_____ |
| 2. Strong/appropriate launch into presentation | 3pts_____ |
| 3. Not reading from slides | 4pts_____ |
| 4. Looking at Audience / Eye Contact | 4pts_____ |
| 5. Voice projection / Articulation | 4pts_____ |
| 6. Pace | 4pts_____ |
| 7. Moving around (not standing in one place) | 4pts_____ |
| 8. Not saying extraneous words like “um”, “uh”, “like”, etc... | 4pts_____ |
| 9. Posture / Body language (not fidgeting, playing with sleeves, etc... smiling, excited) | 4pts_____ |
| 10. Use of hands | 4pts_____ |
| 11. Transition between slides / seamless presentation | 4pts_____ |
| 12. Overall inviting feeling | 4pts_____ |
| 13. Enthusiasm | 4pts_____ |
| 14. Sold your topic (Is the audience excited and wants to know more when you are finished?) | 4pts_____ |
| 15. Interesting / Entertaining | 4pts_____ |
| 16. Presentation order is general to specific | 4pts_____ |
| 17. Information is easy to understand | 4pts_____ |
| 18. Enough information (Is audience asking simple/basic questions at the end?) | 4pts_____ |
| 19. Information relates to the topic | 4pts_____ |
| 20. Information is accurate | 4pts_____ |
| 21. All information on slides was referred to in presentation | 4pts_____ |
| 22. Appropriate conclusion (audience knows you are done without you saying “I’m done”) | 4pts_____ |
| 23. Within time limit | 4pts_____ |
| 24. Practice presentation performed | 10pts_____ |

Subtotal PRESENTATION_____

VISUALS (POWERPOINT) – 80pts

1. Fifteen (15) words per slide 5pts_____
2. Maximum of 2 slides per minute of presentation 5pts_____
3. Size 30 font minimum on all slides 5pts_____
4. Proper heading on each slide 5pts_____
5. Strong opening and ending slides (NO “the end” slide) 5pts_____
6. Slides follow a logical order from 5pts_____
7. Appropriate artistic layout / color combinations 5pts_____
8. Overall neatness/attractiveness 5pts_____
9. At least one image per slide 5pts_____
10. Images are relevant and high quality 5pts_____
11. Spelling / Grammatical errors 5pts_____
12. Videos (optional) start on time and seamlessly, appropriate length, voice-over 5pts_____
13. Information is easy to understand 5pts_____
14. Information relates to the presentation 5pts_____
15. Information is current and accurate 5pts_____
16. Proper amount of information 5pts_____

Subtotal VISUALS_____

QUESTION ANSWER PERIOD – 20pts

1. Confidence in knowledge of topic 3pts_____
2. Ability to answer reasonable questions 3pts_____
3. Answers are accurate 3pts_____
4. Willing to admit limits of knowledge or understanding such as “I don’t know” 3pts_____
5. Answers are brief 3pts_____
6. Ability to infer or hypothesize an answer from available information 3pts_____
7. Rephrased questions that were not heard by audience 2pts_____

Subtotal QUESTION ANSWER_____

TOTAL (200pts possible) _____

COMMENTS_____

