

PRESENTATION EVALUATION FORM
Article Presentation

Speaker: _____
Topic: _____

Date: _____
Length of Presentation: _____

CONTENT

Language

- ____ Unbiased/Informative
____ Used language style appropriate to topic and audience (jargon explained)

Supporting Material

- ____ Sources cited accurately (author, date, source)
____ Required number of sources

INTRODUCTION

- ____ Captured attention
____ Stated topic
____ Related topic to audience
____ Established speaker credibility (optional)
____ Previewed main points clearly
____ Provided transition to body

BODY

- ____ Organized main points clearly and logically
____ Included effective transitions between main points
____ Used accurate, relevant, and timely supporting materials in sufficient quantity

CONCLUSION

- ____ Summarized main points clearly
____ Ended with a memorable final thought that related to attention getter (closure)

DELIVERY

Vocal Delivery

- ____ Rate appropriate
____ Volume appropriate
____ Varied pitch & inflection
____ Clear articulation and pronunciation
____ No vocal fillers

Physical Delivery

- ____ Used effective and inclusive eye contact
____ Posture comfortable
____ Varied facial expressions
____ Used natural gestures
____ Speech was extemporaneous

TOPIC

- ____ Topic choice was appropriate for the audience
____ Presented new and relevant information

ADDITIONAL COMMENTS