

Oral Presentation Evaluation

Using a 1-5 scale (with 5 the highest), evaluate the presenter in two ways: yes/no and a numeric rating. For example, if the presenter used verbal headings, answer yes; but if they were not particularly effective, rate the verbal headings 1 or 2.

Date:

Start time:

End time:

Total time:

Presenter's name:

Presenter's topic:

EVALUATIVE CATEGORY	YES/NO	RATING
Began with an explanation of audience, situation, topic (before starting the actual presentation)?		
Began the actual presentation with an introduction?		
Introduction indicated topic?		
Introduction indicated purpose?		
Introduction gave overview?		
Introduction attempted to motivate, interest?		
Used one or more visuals?		
Visuals were effective?		
Referred to, explained visuals?		
Used verbal headings?		
Presentation was organized?		
Explained technical information clearly?		
Speaking style/delivery was effective?		
Held my attention?		
Ended with a real conclusion?		
Presentation was the expected length?		
Presentation was adequate (overall rating)?		

Comments: