### Oral Presentation Evaluation Form

**Presentation Title:**

**Course Number and Title:**

**Date:**

**Evaluator’s Name:**

### Names of Individuals Evaluated:

1.
2.
3.

<table>
<thead>
<tr>
<th></th>
<th>N</th>
<th>N</th>
<th>Weight (W)</th>
<th>Score W*N</th>
</tr>
</thead>
</table>

#### 1. Organization

- (a) Student presents information in logical, interesting sequence which audience can follow. 
  - Score: 4 (Excellent)

- (b) Student presents information in logical sequence which audience can follow. 
  - Score: 3 (Good)

- (c) Audience has difficulty following presentation because student jumps around. 
  - Score: 2 (Fair)

- (d) Audience cannot understand presentation because there is no sequence of information. 
  - Score: 1 (Poor)

#### 2. Subject knowledge

- (a) Student demonstrates full knowledge by answering all questions with explanations and elaboration. 
  - Score: 4 (Excellent)

- (b) Student is at ease with expected answers to all questions, but fails to elaborate. 
  - Score: 3 (Good)

- (c) Student is uncomfortable with information and is able to answer only rudimentary questions. 
  - Score: 2 (Fair)

- (d) Student does not have grasp of information; student cannot answer questions about subject. 
  - Score: 1 (Poor)

#### 3. Visual aids and surface features

- (a) Student's graphics explain and reinforce screen text and presentation. Screen text is error-free. 
  - Score: 4 (Excellent)

- (b) Student's graphics relate to text and presentation. Screen text has few errors. 
  - Score: 3 (Good)

- (c) Student occasionally uses graphics that rarely support text and presentation. Screen text contains errors. 
  - Score: 2 (Fair)

- (d) Student uses superfluous graphics or no graphics and erroneous text. 
  - Score: 1 (Poor)

#### 4. Eye contact

- (a) Student maintains eye contact with audience, seldom returning to notes. 
  - Score: 4 (Excellent)

- (b) Student maintains eye contact most of the time but frequently returns to notes. 
  - Score: 3 (Good)

- (c) Student occasionally uses eye contact, but still reads most of report. 
  - Score: 2 (Fair)

- (d) Student reads all of report with no eye contact. 
  - Score: 1 (Poor)

#### 5. Elocution

- (a) Student uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation. 
  - Score: 4 (Excellent)

- (b) Student's voice is clear. Student pronounces most words correctly. Most audience members can hear presentation. 
  - Score: 3 (Good)

- (c) Student's voice is low. Student incorrectly pronounces terms. Audience members have difficulty hearing presentation. 
  - Score: 2 (Fair)

- (d) Student mumbles, incorrectly pronounces terms, and speaks too quietly for students in the back of class to hear. 
  - Score: 1 (Poor)

#### 6. Kinesthetic features

- (a) Student moves easily before the audience and invites and answers questions. 
  - Score: 4 (Excellent)

- (b) Student incorporates positive body language and answers questions. 
  - Score: 3 (Good)

- (c) Student uses minimum physical gestures, poor posture, avoids questions. 
  - Score: 2 (Fair)

- (d) Student fidgety, hands in pockets, slouched, stationary posture, no engagement with audience, deflects questions. 
  - Score: 1 (Poor)

**Total = \sum W*N**

**Grade = \frac{1}{4} \sum W*N**