

FOR 100
Oral Presentation: INDIVIDUAL Speech Evaluation Form

Date: _____ Speaker: _____

Presentation Title: _____

MESSAGE:

Provided opening/introduction to individual presentation?

Title?

Preview of topics to be addressed?

Stated individual presentation's purpose as informative or persuasive?

Conveyed intended impact to audience members (including persuasive goal, if applicable)?

Content/support sufficient & appropriate?

Explanations/illustrations?

Organization & transitions clear; easy to follow?

Logic?

Provided recap/conclusion/wrap-up?

Recap/review of topics/information presented?

Reminded audience of individual presentation's purpose?

Included something like, "I hope that as a result of my presentation you . . ."?

Sources & citations?

Brief citation (e.g., author & year) for each image or datapoint on slide where it occurs?

Literature list on final slide(s)?

Overall message impact?

Introduction of next speaker?

DELIVERY:

Voice?

Poise, adjustment, eye contact & body movement?

PowerPoint (& other A/V, if used) effective?

Overall delivery impact?

TARGET TIME:

ACTUAL TIME: