

Oral Presentation: INDIVIDUAL Speech Evaluation Form

Date: _____ Speaker: _____

Presentation Topic: _____

(Approximate points for each item are in parentheses)

MESSAGE (information content and structure of presentation):

Provided opening/introduction to presentation?

(2) Title of presentation?

(4) Presentation's informative/persuasive goal(s) (including intended impact) explicit?

(4) Topic's relevance/importance for audience members explicit? (Why should I listen?)

(2) Preview of topics to be addressed?

(15) Information content/support sufficient & appropriate?

(5) Explanations/illustrations?

(10) Organization & transitions clear; easy to follow?

(5) Logic?

Provided recap/conclusion/wrap-up?

(2) Recap/review of topics/information presented?

(4) Explicit reminder of presentation's informative/persuasive goal(s) (including intended impact)?

(4) Reminder of topic's relevance/importance?

Sources & citations?

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

(5) Complete citations included on final slide(s); at least 10 reputable sources?

(10) Overall message impact?

(3) Introduction of next speaker?

DELIVERY (oral communication components of presentation):

(5) Voice?

(5) Poise, adjustment, eye contact & body movement?

(5) **Use** of PowerPoint (& other A/V, if used) effective?

(5) Overall delivery impact?

TARGET TIME: 5 - 10 minutes

ACTUAL TIME:

Grade for Presentation (not including PowerPoint):

Grade for PowerPoint:

Overall Grade for Presentation (including PowerPoint and Outline):