

Evaluation Form for an Oral Presentation

By: Gail Palmer

Student's Name:

Section:

Evaluator's Name:

Total Score:

Please deduct 5 points from the total score if the time limits are not observed.

Score	Possible Score	Categories
	30	As I Saw You Maintains lingering eye contact; uses appropriate facial and body gestures, actions, and mannerisms; has professional posture and appearance; uses the pointer effectively and does not block the audience's view of the screen; handles notes (or visuals) effectively; and appears enthusiastic .
	30	As I heard You Uses appropriate volume and speed; uses correct articulation/pronunciation, grammar, and style in speaking; varies pitch; and avoids using fillers (<i>er's ah's, uh's, and um's</i>).
	20	Organization Introduction: States clearly the purpose of the presentation. Body: Organizes details effectively and provides clear transitions. Conclusion: Summarizes the main points that tie the presentation together and invites and answers questions politely.
	20	Graphics Look professional, are easy to read, are consistent, and use correct grammar.

