

Criteria for Evaluating Presentations

Content:

- Is solid information presented?
- Is it the right amount of information?
- Is the information appropriate to the assignment?
- Are topics and examples related to everyday interests of the audience?

Organization:

- Is there a clear beginning, middle, and end?
- Is the opening strong, with a clear statement of the topic and overview of the presentation contents?
- Are the main claims well-supported?
- Are forward and backward anchors used?
- Is the ending strong and conclusive?

Delivery

- Does the speaker stand straight and not fidget?
- Does the speaker make eye contact with the audience?
- Does the speaker appear prepared?
- Does the speaker seem enthusiastic about the topic?
- Does the speaker project competence and confidence?
- Are visuals used effectively?

Visuals

- Can visuals be seen easily from everywhere in the room?
- Do visuals use key words instead of sentences?
- Do the visuals help the audience follow the presentation?
- Does the speaker discuss the visuals without simply reading them to the audience?
- Does the speaker maintain contact with the audience while discussing visuals?

Questions

- Did the speaker announce a policy about questions at the beginning?
- Did the speaker initiate and terminate the question and answer period?
- Did the speaker repeat and clarify all inaudible or confusing questions?
- Did the speaker listen to the whole question before responding?
- Did the speaker respond to the whole group rather than just the questioner?
- Did the speaker use the question period effectively to further the purpose of the presentation?
- Were questions plentiful and interesting?

Presentation Feedback

Presenter:

Title of presentation:

	poor				excellent	
Content	1	2	3	4	5	
Organization	1	2	3	4	5	
Delivery	1	2	3	4	5	
Visuals	1	2	3	4	5	
Questions	1	2	3	4	5	
Overall	1	2	3	4	5	

Comments: