

ORAL PRESENTATION EVALUATION FORM

Name of Presenter

Topic:

Rate the speaker on each point listed below by using this scale:

Poor 1 Fair 2 Average 3 Good 4 Excellent 5

Content

- _____ Extent of coverage
- _____ Difficulty level of coverage
- _____ Clarity of coverage
- _____ Interesting

Organisation

Overall

- _____ Coherent, good coordination, easy to follow
- _____ Concise
- _____ Clear
- _____ Appropriate

Introduction

- _____ Gained the audience's interest and immediate attention
- _____ Stated purpose clearly
- _____ Identified the topic and defined the scope of the presentation

Body

- _____ The main points were supported with details
- _____ Documented facts where necessary
- _____ Transitions were made between the main points to enable the listener to follow the development of the presentation
- _____ Sounded believable
- _____ Sounded persuasive
- _____ Informative: something was learnt

Conclusion

- _____ Signal the ending
- _____ Summarised main points
- _____ Closed smoothly

Questions & Discussion

- _____ Responded to questions well

Visual aids

- _____ Suitable number
- _____ Varied
- _____ Design: clear and well-made
- _____ Relevance: used appropriate visual aids
- _____ Used visual aids effectively

Notecards

- _____ Used effectively

Delivery

- _____ Appearance
- _____ Eye contact
- _____ Facial expression
- _____ Hand control
- _____ Body movements
- _____ Gesturing
- _____ Voice: Loudness & softness (in general & for special effects)
- _____ Speed & pacing (in general & appropriacy of pauses)
- _____ Humor, relaxed, enthusiasm and interest
- _____ Confidence of presenter
- _____ Timing

Language

- _____ Complexity
- _____ Grammar
- _____ Pronunciation
- _____ Stress & intonation
- _____ Vocabulary
- _____ Fluency

Overall

1. What did you like most about this presentation?

2. How do you suggest this presentation could be improved?