

PRESENTATION EVALUATION FORM

Name: _____ **Team #:** _____

Put Presenters' Names Here

| Case Name: _____ Presenting Team: _____ | | 1 | 2 | 3 | 4 | 5 |
|---|---------------------|---|---|---|---|---|
| Evaluation Criteria | Total Points | | | | | |
| <u>Introduction</u> <ul style="list-style-type: none"> • Introduced group/self • Outlined presentation • Set ground rules before starting • Made effort to connect with audience | 10 | | | | | |
| <u>Platform skills</u> <ul style="list-style-type: none"> • Was relaxed and comfortable • Not tied to podium • Projected voice and spoke clearly • Used pauses to underscore points • Did not use filler words • Made good use of <u>non-verbal</u> cues (eye contact, gestures, voice inflection) • Kept audience involved, checked for understanding | 30 | | | | | |
| <u>Visual aids: (Team Grade same for all)</u> <ul style="list-style-type: none"> • All major points covered are on overhead • Appropriate for nature of presentation • Content crisp, brief & uncluttered • Readable font size/colors (No eye charts) | 20 | | | | | |
| <u>Communication</u> <ul style="list-style-type: none"> • Did not read from a script or notes • Provided clear explanation of materials • Explained flow charts and data tables • Presentation was well organized | 30 | | | | | |
| <u>Handling of Q&A</u> <ul style="list-style-type: none"> • Listened to questions carefully • Responded directly to question asked • Answered questions without defensiveness | 10 | | | | | |
| <p align="center">TOTAL</p> <p>*Grade each presenter out of 100</p> | 100 | | | | | |