Presentation Evaluation Form

Presenters' Names / **Evaluation Criteria**		Presenter 1	Presenter 2	Presenter 3	Presenter 4	Presenter 5
	Total Points		**Points**	**Earned**		
1. Introduction 1.1. Introduced group/self 1.2. Outlined presentation 1.3. Set ground rules before starting 1.4. Made effort to connect with audience	10					
2. Platform skills 2.1. Was relaxed and comfortable 2.2. Dress and manner was professional 2.3. Not tied to podium 2.4. Projected voice and spoke clearly 2.5. Used pauses to underscore points 2.6. Did not use filler words 2.7. Made good use of non-verbal cues (eye contact, gestures, voice inflection) 2.8. Kept audience involved, checked for understanding	20					
3. Visual aids 3.1. All major points covered are on overhead 3.2. Appropriate for nature of presentation 3.3. Content crisp, brief & uncluttered 3.4. Readable font size/colors (No eye charts)	30					
4. Communication 4.1. Did not read from a script or notes 4.2. Provided clear explanation of materials 4.3. Explained flow charts and data tables 4.4. Presentation was well organized	30					
5. Handling of Q&A 5.1. Listened to questions carefully 5.2. Responded directly to question asked 5.3. Answered questions without defensiveness	10					
TOTAL *Grade each presenter out of 100.	**100**					