

# Presentation Evaluation Form

- 1. Technical Explanation** (10 points) \_\_\_\_\_
- Effectively explains new information to audience
  - Demonstrates understanding of how topic is important for audience
  - Is able to understand, interpret, and apply learned materials and concepts
  - Uses references properly
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**2. Oral Presentation** (20 points) \_\_\_\_\_

- a. Preparation (5)**
- Speaks comfortably without notecards
  - Uses proper American English
  - Uses visual aids effectively
  - Makes smooth presentation
- b. Effectiveness of presentation (5)**
- Presents well “mechanically” (does not block screen, doesn’t exhibit nervous behaviors, etc.)
  - Makes eye contact
  - Can be heard easily
  - Finishes on time
  - Explains slides effectively
- c. Organization (5)**
- Plans and delivers an oral presentation effectively; applies the principle of “(tell them)<sup>39</sup>— is well organized
  - Introduction is oriented to help audience understand the general topic
  - Goals of talk are explained clearly
  - Flow of thought: Items presented in logical order
  - Summary and Conclusions: summarized main points
- d. Group Cooperation (5)**
- Material divided among group members appropriately
  - Smooth transitions between group member’s presentations
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- 3. Professionalism** (5 points) \_\_\_\_\_
- Professional appearance
  - Professional language
  - Professional attitude
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Team Number: \_\_\_\_\_

TOTAL POINTS \_\_\_\_\_

Assessed by: \_\_\_\_\_

COMMENTS: