Oral Presentations Evaluations

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Topic of Presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CONTENT – Structure / Ideas |  |  |  | *Comments* |
| **Introduction** |  |  |  |  |
| Introduced the topic clearly | **Yes** | **To some extent** | **No** |  |
| Outlined the main areas to be covered | **Yes** | **To some extent** | **No** |  |
| Created interest in the topic | **Yes** | **To some extent** | **No** |  |
| **Body of presentation** |  |  |  |  |
| Main idea /thesis was communicated clearly | ***Yes*** | ***To some extent*** | ***No*** |  |
| Supporting ideas were communicated clearly | ***Yes*** | ***To some extent*** | ***No*** |  |
| Backed up ideas with examples where necessary | ***Yes*** | ***To some extent*** | ***No*** |  |
| Ideas well linked / sequenced. Sign posted sections of talk well. (eg. First, Next, etc.) | ***Yes*** | ***To some extent*** | ***No*** |  |
| **Visual aids** |  |  |  |  |
| Clear / well prepared | ***Yes*** | ***To some extent*** | ***No*** |  |
| Added to presentation, relevant | ***Yes*** | ***To some extent*** | ***No*** |  |
| Well managed | ***Yes*** | ***To some extent*** | ***No*** |  |
| **Conclusion** |  |  |  |  |
| Strong concise summary | ***Yes*** | ***To some extent*** | ***No*** |  |
| Thought provoking | ***Yes*** | ***To some extent*** | ***No*** |  |
| Ideas drawn together | ***Yes*** | ***To some extent*** | ***No*** |  |
|  |  |  |  |  |
| LANGUAGE & DELIVERY |  |  |  |  |
| **Language** |  |  |  |  |
| Used language appropriate to discipline | ***Yes*** | ***To some extent*** | ***No*** |  |
| Used appropriate level of formality for audience / situation | ***Yes*** | ***To some extent*** | ***No*** |  |
| Explained specialist vocabulary where necessary | ***Yes*** | ***To some extent*** | ***No*** |  |
| **Delivery** |  |  |  |  |
| Spoke at appropriate volume | ***Yes*** | ***To some extent*** | ***No*** |  |
| Spoke at appropriate speed (didn’t rush, used pauses well) | ***Yes*** | ***To some extent*** | ***No*** |  |
| Spoke fluently (not too many hesitations, appropriate word and sentence stress) | ***Yes*** | ***To some extent*** | ***No*** |  |
| Used lively / appropriate intonation | ***Yes*** | ***To some extent*** | ***No*** |  |
| Sounded confident | ***Yes*** | ***To some extent*** | ***No*** |  |
| **Body language** |  |  |  |  |
| Stood or sat appropriately | ***Yes*** | ***To some extent*** | ***No*** |  |
| Used appropriate facial expressions | ***Yes*** | ***To some extent*** | ***No*** |  |
| Used appropriate hand gestures | ***Yes*** | ***To some extent*** | ***No*** |  |
| Made eye contact with all listeners | ***Yes*** | ***To some extent*** | ***No*** |  |
| **Question time** |  |  |  |  |
| Questions warmly invited | ***Yes*** | ***To some extent*** | ***No*** |  |
| Questions well answered | ***Yes*** | ***To some extent*** | ***No*** |  |
| Question time well managed | ***Yes*** | ***To some extent*** | ***No*** |  |
| **Other** |  |  |  |  |
| Notes and visuals well managed. | ***Yes*** | ***To some extent*** | ***No*** |  |