

Presentation Scoring Sheet

Content				Delivery				Audience				Organization			
<input type="checkbox"/> Defines purpose and subject clearly <input type="checkbox"/> Informs or convinces through logical reasoning <input type="checkbox"/> Uses details consistently <input type="checkbox"/> Provides relevant information: examples, anecdotes, statistics, appeal to authority/quotations <input type="checkbox"/> Demonstrates insight <input type="checkbox"/> Maintains focus				<input type="checkbox"/> Articulates clearly <input type="checkbox"/> Uses appropriate emotion <input type="checkbox"/> Varies rate, pitch, and volume <input type="checkbox"/> Maintains eye contact <input type="checkbox"/> Uses appropriate gestures <input type="checkbox"/> Pauses effectively <input type="checkbox"/> Uses appropriate language and vocabulary				<input type="checkbox"/> Engages audience <input type="checkbox"/> Convinces and/or informs <input type="checkbox"/> Monitors and responds to audience cues <input type="checkbox"/> Effectively responds to questions <input type="checkbox"/> Effectively uses visual aides when appropriate				<input type="checkbox"/> Catches attention and introduces topic <input type="checkbox"/> Sequences ideas clearly and coherently <input type="checkbox"/> Makes clear and smooth transitions <input type="checkbox"/> Concludes effectively to provide a feeling of completion <input type="checkbox"/> Demonstrates awareness of time limits			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement

Overall Impact of Presentation:

Comments:

		Content	Delivery	Audience	Organization
Excellent	4	<input type="checkbox"/> Clear, focused, and compelling <input type="checkbox"/> Informs or convinces through logical reasoning <input type="checkbox"/> Consistent and varied use of details <input type="checkbox"/> Examples + relevant personal experiences <input type="checkbox"/> Highly effective and insightful <input type="checkbox"/> Clear focus and rhetorically unified <input type="checkbox"/> Topic is well researched (facts, examples, anecdotes, statistics, quotes, appeals to authority)	<input type="checkbox"/> Clear articulation <input type="checkbox"/> Audible throughout <input type="checkbox"/> Consistently maintains eye contact <input type="checkbox"/> Expressions purposeful and effective <input type="checkbox"/> Purposeful use of pauses <input type="checkbox"/> Fluent and appropriate use of language and vocabulary <input type="checkbox"/> Consistently varies volume and pitch <input type="checkbox"/> Highly appropriate and effective emotion and energy	<input type="checkbox"/> Highly aware of audience (knowledge level, interests, motivation, expertise); excellent suitability of material <input type="checkbox"/> Responses to questions are decisive, insightful and convincing <input type="checkbox"/> Captures attention, sets mood, maintains audience interest for duration of presentation <input type="checkbox"/> Monitors audience cues <input type="checkbox"/> Highly effective and appropriate use of visual aides	<input type="checkbox"/> Clear and effective introduction that grabs audience and introduces topic <input type="checkbox"/> Sequence and relationship of ideas are consistently clear and coherent; Extensive use of facts <input type="checkbox"/> Appropriate use of language and vocabulary <input type="checkbox"/> Clear summary of main ideas <input type="checkbox"/> Pacing excellent <input type="checkbox"/> Demonstrated awareness of time limits
Good	3	<input type="checkbox"/> Clear and focused throughout <input type="checkbox"/> Occasionally informs or convinces through logical reasoning <input type="checkbox"/> Effective and at times insightful <input type="checkbox"/> Evidence of focus and unity <input type="checkbox"/> Topic is well researched (facts, examples, anecdotes, statistics, quotes, appeals to authority)	<input type="checkbox"/> Articulate <input type="checkbox"/> Audible <input type="checkbox"/> Usually maintains eye contact <input type="checkbox"/> Expressions usually purposeful <input type="checkbox"/> Good pace, use of pause is sometimes effective <input type="checkbox"/> Varies volume and pitch of voice <input type="checkbox"/> Language and vocabulary used are effective most of the time <input type="checkbox"/> Appropriate and effective emotion and energy	<input type="checkbox"/> Aware of audience <input type="checkbox"/> Responds to questions in a decisive and convincing manner <input type="checkbox"/> Audience responds appropriately <input type="checkbox"/> Appropriately and effectively uses visual aides	<input type="checkbox"/> Clear introduction that grabs audience and introduces topic <input type="checkbox"/> Sequence and relationship of ideas are clear and coherent for majority of the presentation <input type="checkbox"/> Topic has been well researched; facts, examples and supportive details are well used <input type="checkbox"/> Summary could be improved <input type="checkbox"/> Meets time limit; pacing good
Satisfactory	2	<input type="checkbox"/> Clear and focused more often than not <input type="checkbox"/> Inconsistently informs or convinces through reasoning <input type="checkbox"/> Sporadic use of details and examples <input type="checkbox"/> Occasionally unified	<input type="checkbox"/> Usually articulate <input type="checkbox"/> Occasionally audible <input type="checkbox"/> Inconsistent eye contact <input type="checkbox"/> Expressions present, yet lack purpose <input type="checkbox"/> Uneven pace, little if any purposeful use of pause <input type="checkbox"/> Volume and pitch occasionally varied <input type="checkbox"/> Language and vocabulary used are effective some of the time <input type="checkbox"/> Some emotion and energy	<input type="checkbox"/> Somewhat aware of audience <input type="checkbox"/> Responds to questions <input type="checkbox"/> Audience reaction is good but subdued, questions draw some response <input type="checkbox"/> Some attempt to reach out to audience but does not do so in a commanding way <input type="checkbox"/> Appropriate use of visual aides	<input type="checkbox"/> Adequately introduces topic <input type="checkbox"/> Sequence and relationship of main ideas are clear for some part of the presentation <input type="checkbox"/> Logical summary of ideas, but changes needed to help audience <input type="checkbox"/> Meets time limit, but pacing must be improved
Needs Improvement	1	<input type="checkbox"/> Notes and random thoughts - little or no focus <input type="checkbox"/> Little if any use of persuasive or information data <input type="checkbox"/> Irrelevant and/or insufficient use of examples, data, personal experience <input type="checkbox"/> Poor focus, no unity <input type="checkbox"/> Topic is well researched (facts, examples, anecdotes, statistics, quotes, appeals to authority)	<input type="checkbox"/> Difficult to understand <input type="checkbox"/> Mumbles, does not enunciate <input type="checkbox"/> Avoids eye contact <input type="checkbox"/> Insufficient movement or gestures <input type="checkbox"/> Too stiff <input type="checkbox"/> Pace is too fast or too slow <input type="checkbox"/> Little if any variety of volume and pitch, monotone throughout <input type="checkbox"/> Inappropriate usage of slang; weak/limited vocabulary <input type="checkbox"/> Shows little or no emotion and energy	<input type="checkbox"/> Unaware of audience's level of interest, motivation or expertise <input type="checkbox"/> Falls to respond to questions in a convincing way <input type="checkbox"/> Unsuitable material and language <input type="checkbox"/> Unable to field questions in a convincing way <input type="checkbox"/> Observation of audience suggests they have become detached, disinterested, or challenging <input type="checkbox"/> Lacks the ability to connect with the audience <input type="checkbox"/> Inappropriate visual aides	<input type="checkbox"/> Introduction missing or ineffective <input type="checkbox"/> No sequence, relationship between ideas <input type="checkbox"/> Clarity lacking, summary needs substance; audience left confused <input type="checkbox"/> Runs well past time limit or finishes way too early; pacing uneven