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

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)³”—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

3. Professionalism (5 points) __________
   Professional appearance
   Professional language
   Professional attitude

Eval of Team “Sponsor”: _________________ TOTAL POINTS ________________

Assessed by Your Name/Sponsor: _______________________/____________________

COMMENTS: