

Instructor 1

NAME _____

Oral

SPOKEN COMMUNICATION REPORT EVALUATION SHEET

Oral Presentation 50 Possible Points

Presentation Materials 100 Possible Points

Note cards used for the presentation 15 Possible Points

Visual aid used for the presentation 25 Possible Points

References (Typed & Copied)

Secondary 30 Possible Points

Copies? (No copies, no points)

Primary 30 Possible Points

Your Score (150 Total Points Possible)

Presenter _____ Sec. _____ Date _____

Oral Report Evaluation Criteria

	Poor			Excellent		
Content:						
Did the presenter make the information interesting and relevant to the audience?	1	2	3	4	5	6
Did the audience understand this information? (Was You-Attitude employed?)	1	2	3	4	5	6
Was this information presented in a fresh way?	1	2	3	4	5	6
Organization: Did the speaker...						
Begin with an attention-getter?	1	2	3	4	5	6 7
State the purpose?	1	2	3	4	5	6 7
Have 2-4 clearly defined main points?	1	2	3	4	5	6 7
Support each main point?	1	2	3	4	5	6 7
Summarize and end with a look to the future?	1	2	3	4	5	6 7
Visual Aids:						
Design Consistency (colors, fonts, readability, clip art)	1	2	3	4	5	6
Content	1	2	3	4	5	6
Handling	1	2	3	4	5	6
Delivery:						
Voice	1	2	3	4	5	6
Body language (gestures, movement)	1	2	3	4	5	6
Eye contact	1	2	3	4	5	6
Appearance (professionally dressed, posture)	1	2	3	4	5	6
Attitude (positive, enthusiastic, engaging)	1	2	3	4	5	6

Reviewer (optional): _____ Score: _____ / 101

GBA 389
Dr. M. Joyce

ORAL PRESENTATION GRADE SHEET
50 pts.

Name _____

Time Limit: _____

Presentation Style: _____

<u>Categories</u>	<u>Points</u>			
Attention Getter - 3 pts.	3	2	1	0
Introduction - 3 pts.	3	2	1	0
Findings - 15 pts.	13.5	12	11	9
Information presented				
Documentation				
Statistics cited				
Graphic Aid used				
Summary - 4 pts.	4	3	2	1
Conclusions - 4 pts.	4	3	2	1
Recommendations - 4 pts.	4	3	2	1
Eye Contact - 4 pts.	4	3	2	1
Appearance (Business) - 4 pts.	4	3	2	1
Delivery - 4 pts. Voice, rate, loudness	4	3	2	1
Overall Presentation - 5 pts.	5	4	3	2

Comments:

Name _____ Sec. _____ Date _____

GBA 389 - INFORMATIVE PRESENTATION GRADING SHEET

CONTENT

Actual Pts	Possible Pts	Criteria	Comments
	10	Information is new and interesting.	
	15	Ideas are well-developed and supported with variety of material.	

AUDIENCE ADAPTATION

Actual Pts	Possible Pts	Criteria	Comments
	5	Info is tied to audience's interests and needs.	

ORGANIZATION

Actual Pts	Possible Pts	Criteria	Comments
	5	<u>Intro</u> : attention-getter, purpose, credibility, motivation to listen, preview of points.	
	5	<u>Body</u> : 2-4 main points with support.	
	3	<u>Conclusion</u> : summary, importance, final thought.	
	2	<u>Transitions</u> connecting the parts.	

VISUAL AIDS

Actual Pts	Possible Pts	Criteria	Comments
	5	Slides are well designed (colors, fonts, clipart) with no surface errors.	
	5	Slides contain helpful info, simply worded.	

DELIVERY

Actual Pts	Possible Pts	Criteria	Comments
	4	Speaker uses notes, not a script, and does not read the screen to the audience.	
	6	Speaker looks at audience, uses facial expressions, gestures, movement, and is appropriately dressed.	
	5	Voice is modulated for emphasis and variety.	

5 TIMING (4'15"-- 5'45")

_____ 75

+2 +2

_____ 77

QUESTION & ANSWER SESSION (BONUS)

Peer Evaluation of Informative Presentation

Presenter _____ Date _____

	Poor		Excellent		
Content:					
Was this information interesting and relevant to you?	1	2	3	4	5
Did you understand this information?	1	2	3	4	5
Was this information new?	1	2	3	4	5
Organization: Did the speaker...					
Begin with an attention-getter?	1	2	3	4	5
State the purpose?	1	2	3	4	5
Have 2-4 clearly defined main points?	1	2	3	4	5
Support each main point?	1	2	3	4	5
Summarize and end with a look to the future?	1	2	3	4	5
Visual Aids:					
Design (colors, fonts, readability, clip art)	1	2	3	4	5
Content	1	2	3	4	5
Handling	1	2	3	4	5
Delivery:					
Voice	1	2	3	4	5
Body language (gestures, movement)	1	2	3	4	5
Eye contact	1	2	3	4	5
Appearance (clothing, posture)	1	2	3	4	5

Reviewer (optional): _____ Score: _____ / 75