

PRESENTATION EVALUATION

Score your presentation buddy on the following skills and behaviour using the grading of:

Presenter: _____

1. Needs development
2. O.K
3. Done well
4. Excellent

Skill & behaviour	Look for....	Score
Confidence	Nervousness or relaxed style	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Clear presentation objective	Did the introduction clearly state the purpose	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Energy	Lack of energy or enthusiastic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Voice Modulation	Monotone, no projection or varied rate, tone and pitch	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Diction	Choppy, running words together or polished, clear speech	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Body Movement	Stuck in one place, nervously pacing or purposeful and natural	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Gestures	None/rigid or natural and used to emphasis speech	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Facial Expression	Blank, expressionless or expressive and alive	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Eye Contact	None/blank or looks at all people without staring to long	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Speech Preparation	Lacking order or clear opening, body and conclusion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Use of repetition to reinforce ideas	The topic of the speech was in the introduction, body and conclusion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Clear conclusion	There was a clear conclusion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Time	Presentation was close to the allocation time	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Evaluator: _____

Comments	
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