

Presentation Grade and Comment Sheet

Name: _____

Time (length): _____

Grade: _____

Command of Subject Matter (content)

Knowledgeable about material

Presentation well organized

Appropriate references (References slide)

Appropriate time length (15-20 minutes)

Response to questions

Delivery (eye contact, pace, volume, gestures, etc.)

Extemporaneous delivery is required

Maximum of one small note card

Presenters who chiefly read note card or slide bullets with little eye contact will receive a ceiling (maximum) grade of 88%.

Sustained eye contact

Posture (e.g., leaning on podium, mannerisms)

Voice pacing and volume

Gestures as appropriate (no hands in pockets)

Voice mannerisms/fillers (“you know”, “uh”, etc.)

Effective Use of PowerPoint:

Title slide with presentation title, course identification, and your name

Readable slides (font size, font & background colors)

Appropriate level of detail on bullets (7/7 guideline; phrases, not sentences)

Proper use of mouse

Optional use of graphics, links, etc., as appropriate

Reasonable number of slides (roughly 6-10)

Connection with Audience

Engages audience

Appropriate level of technical detail

Speaks to audience’s level of knowledge