

# Presentation Evaluation

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Name: \_\_\_\_\_

Time (length): \_\_\_\_\_

Grade: \_\_\_\_\_

## Command of Subject Matter (content)

Knowledgeable about material

Presentation well organized

Appropriate references (References slide)

Appropriate time length

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 80%.*

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