

Evaluating oral presentations

When evaluating your presentations, I'll group my thoughts into three categories: What did I see, hear, and feel?

#1: What did I see?

- Stage presence/comfort level (breathe!)
- Did she speaker smile? Eye contact with the audience?
- How was the speaker's use of notes? Memorizing the intro and conclusion helps!
- Did the slides help to illustrate the points being made by the speaker without distracting the audience?

#2: What did I hear?

- Did the introduction get my attention? Creative? Interesting?
- Clarity: Did the speaker enunciate their words so that I could understand what they were saying?
- Volume: Was the volume appropriate to the speaking conditions (size of space, size of audience, without microphone). This could have to do with pitch: Did the speaker speak from their “powerhouse” (diaphragmatic belly breathing) vs. from their chest/throat?
- Rate: Did the speaker rush through the speech or pause too many times and for too long? (The latter rarely ever happens)
- Fillers: Did the speaker “fill” in pauses with filler sounds like “um”, “so”, “uhhh”?
- Was the body of the speech clearly organized; did it build up to a point?
- Conclusion – was the audience alerted that the end of the speech was coming?

#3: What did I feel?

- Did the presentation effectively communicate the goals and procedures used/presented in the article?
- Did I learn new information?
- Did the speaker connect or engage with the audience?