


## Sample Evaluation Form

 For a downloadable version of [Fig. 21.7](#), see the additional resources in LaunchPad.

[Figure 21.7](#) (on [page 608](#)) is a form that can help you focus your thoughts as you watch and listen to presentations by your classmates.

Oral Presentation Evaluation Form		
Speaker(s) _____	Topic _____	
<p>The left-hand column lists statements about different aspects of the presentation. In the middle column, rate the speaker(s) on each aspect of the presentation by writing a number from 1 to 6, with 1 signifying that you strongly disagree with the statement and 6 signifying that you strongly agree with the statement. In the right-hand column, write any comments you wish the speaker(s) to see.</p>		
Aspect of the Presentation	Rating (1 = strongly disagree; 6 = strongly agree)	Comments
<b>Organization and Development</b>		
1. In the introduction, the speaker related the topic to the audience's concerns.		
2. In the introduction, the speaker explained the main points he or she wanted to make in the presentation.		
3. In the introduction, the speaker explained the organization of the presentation.		
4. I found it easy to understand the organization of the presentation.		
5. The speaker used appropriate and sufficient evidence to clarify the subject.		
6. In the conclusion, the speaker summarized the main points effectively.		
7. In the conclusion, the speaker invited questions politely.		
8. In the conclusion, the speaker answered questions effectively.		
9. The speaker used the allotted time effectively.		
<b>Verbal and Physical Presence</b>		
10. The speaker used interesting, clear language to get the points across.		
11. The speaker used clear and distinct enunciation.		
12. The speaker seemed relaxed and poised.		

**Figure 21.7**  
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(continued)

Aspect of the Presentation	Rating (1 = strongly disagree; 6 = strongly agree)	Comments
<b>Verbal and Physical Presence</b>		
13. The speaker exhibited no distracting vocal mannerisms.		
14. The speaker exhibited no distracting physical mannerisms.		
15. The speaker made eye contact effectively.		
16. The speaker was enthusiastic.		
<b>Use of Graphics</b>		
17. The speaker used graphics effectively to reinforce and explain the main points.		
18. The speaker used appropriate kinds of graphics.		
19. The speaker used graphics effectively to highlight the organization of the presentation.		
20. The graphics were easy to see.		
21. The graphics were easy to understand.		
22. The graphics looked correct and professional.		
23. The graphics helped me understand the organization of the presentation.		
<b>For Group Presentations</b>		
24. The group seemed well rehearsed.		
25. The graphics were edited so that they looked consistent from one group member to the next.		
26. The transitions from one group member to the next were smooth.		
27. Each group member seemed to have done an equal amount of work in preparing and delivering the presentation.		
<b>On the other side of this sheet, answer the following two questions.</b>		
28. What did you particularly like about this presentation?		
29. What would you have done differently if you had been the speaker?		

**Figure 21.7**

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(continued)

**FIGURE 21.7 Sample Evaluation Form**

## SPEAKER'S CHECKLIST

- ☐ Did you analyze the speaking situation — the audience and purpose of the presentation? ([p. 583](#))
- ☐ Did you determine how much information you can communicate in your allotted time? ([p. 584](#))
- ☐ Did you consider the variables of your presentation setting? ([p. 584](#))
- ☐ Did you choose an appropriate organizational pattern and determine what kinds of information to present? ([p. 584](#))
- ☐ Did you create an outline? ([p. 585](#))
- ☐ Did you plan your introduction and your conclusion? ([p. 585](#))

Does each presentation graphic have these five characteristics?

- ☐ It presents a clear, well-supported claim. ([p. 587](#))
- ☐ It is easy to see. ([p. 587](#))
- ☐ It is easy to read. ([p. 588](#))
- ☐ It is simple. ([p. 589](#))
- ☐ It is correct. ([p. 589](#))
- ☐ In planning your graphics, did you consider the length of your presentation, your audience's aptitude and experience, the presentation setting, and the equipment available? ([p. 590](#))
- ☐ Did you plan your graphics to help the audience understand the organization of your presentation? ([p. 592](#))
- ☐ Did you use language to signal advance organizers, summaries, and transitions? ([p. 599](#))
- ☐ Did you choose language that is vivid and memorable? ([p. 602](#))
- ☐ Did you rehearse your presentation several times, recording it or using a live audience? ([p. 602](#))
- ☐ Did you consider the needs of all audience members, including those from other cultures and those with varying physical abilities? ([p. 605](#))