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| ***Final Project Evaluation Form***  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Term: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Individual or Team Members’ Last Names:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  | Poor | Needs Work | Strong | Excellent | Exceptional |
|  |  |  |  |  | Work generally DOES NOT MEET expectations | | Work generally MEETS expectations | Work generally EXCEEDS expectations | |
|  |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 |
| Choose one box per line – Number or mark | | |  |  |  |  |  |  |  |  |

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| **CONTENT** |  |  |  |  |  |  |  |  |  |  |

Importance of topic / relevance / accuracy of facts / overall treatment of topic

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| **ORGANIZATION / CLARITY** |  |  |  |  |  |  |  |  |  |  |

Appropriate introduction body, and conclusions / logical ordering of ideas / transitions between major points

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| **COMPLETENESS** |  |  |  |  |  |  |  |  |  |  |

Level of detail / depth / appropriate length / adequate background information

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| **GRAMMAR / MECHANICS** |  |  |  |  |  |  |  |  |  |  |

Correct grammar / usage that is appropriate for audience(s)

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| **DOCUMENTATION AND SUPPORTING EVIDENCE** |  |  |  |  |  |  |  |  |  |  |

Proper support and sourcing for ideas and appendices; exhibits including visual aids / provided from a variety of sources

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| **PERSUASIVENESS** |  |  |  |  |  |  |  |  |  |  |

Content and stylistic aspects presented in a logical, holistic, and convincing manner

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| **INTERACTIONS** |  |  |  |  |  |  |  |  |  |  |

Adequate eye contact with audience / ability to listen and/or answer questions / not over-reading from screen or script

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| **VISUAL Aids** |  |  |  |  |  |  |  |  |  |  |

Size, use of color, dark font on lighter backgrounds / amount of detail / layered reveal of text information /

labelled charts and graphs / photo images

|  |  |  |  |  |  |  |  |  |  |  |
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| **VISUAL ASPECTS OF PRESENTERS’ DELIVERY** |  |  |  |  |  |  |  |  |  |  |

Body language / posture / movement/ gestures / personal appearance

|  |  |  |  |  |  |  |  |  |  |  |
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| **VERBAL ASPECTS OF PRESENTERS’ DELIVERY** |  |  |  |  |  |  |  |  |  |  |

Vocal qualities including volume / tone / pace / diction / enthusiasm / projection / varied intonation / minimal vocalisms

WRITTEN COMMENTS: Space is provided below and on the back of this form to record observations you believe would be

worthwhile for the individual or team members to know.

Additional comments may be recorded

on the back