Oral Presentation Evaluation Form

Speaker's Name:
Evaluator's Name:
Date of Presentation:

Content/Focus

Introduction
- Was there a preview?
- Was a context for information provided?
- Was the project objective defined?

Discussion: did speaker maintain clarity, balance, and a logical sequence of main points?

Were the transitions between points helpful in enforcing the overall design concept?

Did the speaker use concrete examples to illustrate larger design objective?

Language: Was the language used appropriate for a professional audience? Clear?

Conclusion? Did the speaker effectively reinforce the design's main points

Visual aids: were visuals clear and well-integrated with the verbal presentation?

Strengths of content/verbal presentation:

Suggestions for future (content/focus):

Delivery

Non-verbal presentation:
- Did the speaker maintain eye contact?
- Did the speaker's posture show command of the space?
- Could you hear the speaker?

Did speaker maintain consistent level of poise, natural enthusiasm?

Did the speaker work comfortably within time allotted?

Did the speaker address the audience directly by interacting with the listeners?

In what ways was this presentation professional and appropriate for the field?

Strengths of non-verbal presentation:

Suggestions for future (non-verbal):