

# PRESENTATION EVALUATION

SPEAKER:

TOPIC:

SPEAKER'S TARGET AUDIENCE:

EVALUATOR:

Directions for the speaker: Evaluate yourself on each point before you present.

*Directions for the evaluator: Evaluate the speaker on each point.*

	<b>Good!</b>	<b>Needs work</b>
<b>CONTENT</b>		
Relevant material for audience's knowledge level		
Acknowledgement of audience's wants and concerns		
Sufficient depth in support material		
Interesting examples for audience and situation		
Appropriate visual aids		
<b>ORGANIZATION</b>		
Grabs audience's attention		
States clear agenda		
Includes benefit in introduction		
Follows clear organizational plan		
Summarizes essence of main points		
Asks for clear action in conclusion		
Closes with strong final statement		
<b>DELIVERY</b>		
Moves comfortably and gestures naturally		
Looks at each member of the audience		
Speaks conversationally and enthusiastically		
Handles visual aids effectively		