

Widener University – School of Business Individual or Group Presentation Evaluation

Name: _____

Date: _____

Title: _____

Rating Scale: 1 = absent or inadequate 2 = acceptable 3 = well done

REQUIREMENTS: ORGANIZATION, PRESENTATION, & DELIVERY				
<i>Preparation and Delivery</i>			<i>Comments on preparation & delivery:</i>	
1	2	3		1. The presenter was prepared and familiar with the presentation and did not stumble over the words.
1	2	3		2. Language/terminology was appropriate to the subject.
1	2	3		3. Voice was varied in pitch (not monotone); filler words (such as: um, uh, like, and you know) were not used.
1	2	3		4. There were no inappropriate movements (such as: fidgeting, rocking back and forth, or pacing).
1	2	3		5. There was eye contact with members of the audience, as necessary.
1	2	3		6. Rate of speech was neither too fast nor too slow.
1	2	3		7. Pronunciation was clear, and volume was neither too loud nor too soft.
1	2	3	8. The presenter was well informed on the topic and able to answer questions from the audience.	
<i>Presentation Aids</i>			<i>Comments on presentation aids:</i>	
1	2	3		9. Presentation aides were as a guide (e.g. were not read verbatim).
1	2	3		10. Visual aids were easy to read or see.
1	2	3		11. Visual aids were not busy or flashy as to distract from the content.
1	2	3	12. Visual aids contained no spelling or grammar errors.	
<i>Organization</i>			<i>Comments on organization:</i>	
1	2	3		13. The issue/topic/purpose was stated clearly.
1	2	3		14. Ideas and language flowed logically and smoothly.
1	2	3	15. The presentation had a strong conclusion.	
<i>Other Comments:</i>				