

Oral Presentation Evaluation Form

Speaker _____ Date _____

Title/Topic _____

Start Time _____ End Time _____ Your Initials _____

People 1 2 3 4 5 6 7 8 9 10
Did the speaker address the concerns of the finding source? Did the speaker address the needs of the group to be served?

Problem 1 2 3 4 5 6 7 8 9 10
Does the speaker present convincing evidence of a problem? Has the speaker defined or quantified it?

Paradigm 1 2 3 4 5 6 7 8 9 10
Does the speaker present a researched rationale that support the specific plan of action? Is there sufficient research to justify the plan? What type of research would help to justify the plan more fully?

Plan 1 2 3 4 5 6 7 8 9 10
Does the speaker organize the plan in a coherent and logical way? Does the plan follow from the paradigm and provide a solution to the problem as it is defined? Could the plan be visually represented in a useful way?

Price 1 2 3 4 5 6 7 8 9 10
Has the speaker carefully calculated the cost of the project? Is anything left out that should be included?

Poise 1 2 3 4 5 6 7 8 9 10
How well did the speaker maintain eye contact, enunciate, point to the visuals, and project confidence?

Pictures 1 2 3 4 5 6 7 8 9 10
Were the visual aids useful and professional? Was there something more than should have been pictured?

Overall 1 2 3 4 5 6 7 8 9 10
Please explain your overall impression, and continue on the back of the page if necessary.

This form is adapted from the Oral Communication Focus web site, University of Hawaii at Manoa: <http://www.hawaii.edu/gened/oc/oc.htm>