PRESENTATION EVALUATION FORM

Names Of Presenter

Topic

You will be awarded between 0 and 10 points for each of the following 10 criteria, for a total possible 100 points. (Note: A 9 or 10 equates to an “A” in any given category, an 8 equates to a “B,” etc.) Additional comments will be given below each criterion to help you when preparing future oral presentations.

**Introduction** (gained attention, introduced members, built credibility, led effectively  
into body, covered agenda)

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**Content/Body** (informative, thorough, relevant, well researched, covered all necessary information)

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**Conclusion** (memorable, powerful, action-oriented, forward-looking)

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**Organization** (easy to follow, clear transitions between sections and members)

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**Preparation** (delivery shows careful preparation, practice by all group members)

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**Purpose** (clearly understood/met purpose of presentation)

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**Audience** (clearly understood needs/backgrounds of target audience, personalized  
presentation for your audience)

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**Teamwork** (well balanced, each group member contributed equally,looked/dressed to look like a team)

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**Timing** (stayed within allotted time—20-25 minutes)

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**Q&A Session** (asked audience for questions after conclusion, provided effective responses, all group members involved in Q&A session)

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