

**ORAL PRESENTATION ASSESSMENT**

Presenter's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Outcome	Novice (1)	Apprentice (2)	Proficient (3)	Exemplary (4)	Score	Comments
<ul style="list-style-type: none"> <li><b>Audience awareness</b> (interacts with audience: e.g. stepping toward audience and speaking to them, not at them), looking at them, making eye contact</li> </ul>	Does not interact with audience at all ... Does not look at the audience ... Look at PC, screen, or elsewhere	Little interaction with audience ... Most of the time looks elsewhere	Some interaction with audience	Interacts with audience throughout presentation		
<ul style="list-style-type: none"> <li><b>Focus:</b> goal, evidence, conclusion (gives audience a roadmap and follows it)</li> </ul>	Does not give audience an adequate road map of goal, evidence and conclusion	Gives audience some road map of goal, evidence and conclusion	Gives audience an adequate road map of goal, evidence and conclusion	Gives audience very clear road map of goal, evidence and conclusion		

<ul style="list-style-type: none"> <li><b>Transitions</b> (phrases smoothly link one part to next)</li> </ul>	Abruptly transitions from one phase to the next ... No linking	Some transition is provided though not smooth	Transitions are generally smooth	Very smooth Transitions		
<ul style="list-style-type: none"> <li><b>Use of visual aids (any non-plain text methods such as graphs, charts, flow diagrams ...etc.)</b> to tell the story and enhance the quality of the presentation</li> </ul>	Either does not use visual aids at all; or too much dependency on visual aids	There is some use visual aids effectively to tell the story	Overall, uses visual aids effectively to tell the story; visual aids add to presentation	Uses visual aids very effectively to tell the story; visual aids enhance presentation		

Mechanics	Novice (1)	Apprentice (2)	Proficient (3)	Exemplary (4)	Score	Comments
	Does not effectively use (e.g.'s):	Sometimes effectively use (e.g.'s):	Effectively uses (e.g.'s):	Very effectively uses (e.g.'s):		
<ul style="list-style-type: none"> <li><b>Body position</b> (e.g., facing audience or screen)</li> </ul>	Body position (faces screen or board all the time)	Body position (faces audience some of the time)	Body position (faces audience most of the time)	Body position (always facing audience)		
<ul style="list-style-type: none"> <li><b>Eye contact:</b> (e.g., scanning entire audience)</li> </ul>	No eye contact	Some eye contact (not enough, looking down a lot)	Eye contact (some scanning of audience, looking at people)	Eye contact (excellent scanning of audience, looking at people)		

• <b>Visual aids</b> (e.g., clear, not too busy, readable size font)	Visual Aids (too busy, blurry)	Visual Aids (a little bit busy, sometimes not clear)	Visual Aids (can read clearly, usually not too much material)	Visual Aids (clear, right amount on each slide)		
• <b>Delivery</b> (e.g., fluency, pace, voice projection, um's, uh's)	Delivery (too fast, too many um's, not projecting voice, lack of enthusiasm)	Delivery (a little bit fast, sometimes um's, little projecting voice, little enthusiasm)	Delivery (good pace, usually projects voice, some enthusiasm)	Delivery (excellent pace, projects voice, great enthusiasm)		

Questions	Novice (1)	Apprentice (2)	Proficient (3)	Exemplary (4)	Score	Comments
• <b>Asks audience for questions</b>	Does not ask for questions	rarely ask for questions	Asks for questions	Effectively opens ("I'd be happy to answer questions")		
• <b>Answers questions effectively and smoothly</b>	Does not answer questions adequately	rarely answer questions adequately	Answers questions adequately	Answers questions effectively and smoothly		