

SEMINAR PRESENTATION / SPEECH EVALUATION FORM

Name: _____ Date: _____

Topic: _____ Visual: _____

AREA I – PRESENTATION	Excellent Strong Control	Proficient Some Control	Developing Little Control: Needs Work
1. Introduction <ul style="list-style-type: none"> Stated or implied purpose of presentation via stance, position statement, and/or thesis Interesting attention grabber / lead 			
2. Body of Presentation <ul style="list-style-type: none"> Main ideas and points supported by accurate and appropriate details Organization: shows a logical flow of ideas, not choppy 			
3. Conclusion <ul style="list-style-type: none"> Brings speech to an acceptable ending More than mere regurgitation of thesis and main points Draws conclusion, connects to broader topical issues, suggests course of action, raises new questions, etc. 			
4. Research <ul style="list-style-type: none"> Thorough, balanced, in-depth explanation / exploration of the topic Provides strong, accurate, credible support Cites research and resources 			
5. Language Usage <ul style="list-style-type: none"> Appropriate tone reflected in word choice and rhetorical devices to match task and audience Appropriate use of language, transitions, word choice, style 			
6. Time <ul style="list-style-type: none"> Within 5-10 minute limit 	(5-10 min.)	(4-5 or 10-11 min)	(Under 4 or above 11)

AREA II – DELIVERY	Excellent Strong Control	Proficient Some Control	Developing Little Control: Needs Work
1. Eye Contact <ul style="list-style-type: none"> Strong eye contact with board, not just reading notes 			
2. Effective Speech Techniques <ul style="list-style-type: none"> Shows poise, posture, rate/volume of voice, and effective gestures 			
3. Dress/Appearance <ul style="list-style-type: none"> Appropriate for task and audience, shows pride 			
4. Visual Aide <ul style="list-style-type: none"> Integrated with presentation, shows relevance, visibility Correct conventions and mechanics Not used as the presentation itself but as a tool to support speaker and presentation. 			

AREA III – QUESTION AND ANSWER PERIOD	Excellent Strong Control	Proficient Some Control	Developing Little Control: Needs Work
1. Impromptu Skills <ul style="list-style-type: none"> Student's answers show fluency and confidence 			
2. Quality of Student Response <ul style="list-style-type: none"> Answers show knowledge and grasp of information 			

COMMENTS: (Comments are greatly appreciated by the students especially if the "Developing" column is marked. Students need to understand where their strengths and weaknesses are in their presentation.)