

APSC 201 EVALUATION FORM FOR ORAL PRESENTATIONS

Speakers: _____

Topic: _____

DELIVERY

eye contact	inadequate	effective
facial expression; gestures; posture	none; distracting	appropriate; natural
voice	monotonous; inaudible	varied; clear; audible
reliance on notes or visuals	complete; reading	very little
language	fillers; jargon; slang	crisp; effective

TEXT

introduction	unfocussed; purpose unclear; significance of subject not stated	brief; informative about division and presentation
body: organization and development	lacking coherence; too detailed/technical	logical; complete; easy to follow
visual aids	unreadable; shown too quickly	clear; relevant; professional looking
knowledge of subject	inadequate	excellent
closing	abrupt; inconclusive	brief; effective; main points summarized

TIME:

APPEARANCE:

Other comments: