Presentation Evaluation Criteria
(Adapted from Oral Communication Requirement Guidelines
http://www.hawaii.edu/gened/oc/oc.htm#teaching)

INTRODUCTION
• The speaker gains the audience's attention and interest.
• The speaker establishes his/her credibility.
• The speaker relates the topic to audience
• The speaker sets up central claim.
• The central idea/main message is stated at the beginning.
• The speaker previews the presentation.
• The whole talk is outlined early in the presentation.
• The guiding research question is stated.
• The importance of the research question is stated.
• The speaker establishes the significance of topic for the audience.

BODY
• The speaker relies on variety of supporting materials.
• If the methods are illustrated, a matrix, flow chart, or other diagram is used. (e.g. FBD)
• The speaker uses sound reasoning.
• The speaker uses main points to support central idea.
• The speaker uses supporting material to substantiate main points.
• Research methods are summarized in only enough detail to support the results.
• The evidence is drawn from authoritative sources.
• The supporting material is relevant and specific.
• The speaker cites the source of the evidence.

CONCLUSION
• The speaker signals end of presentation
• The speaker restates central idea
• The speaker leaves a vivid impression of presentation
• The conclusions are stated at the end in a form to reinforce the message.
• The conclusions are concise.

GENERAL CONTENT
• The speaker presents ideas in a clear manner.
• The speaker states one point at a time.
• The speaker fully develops each point.
• The presentation is cohesive.
• The presentation is properly focused.
• A clear train of thought is followed and involves the audience.
• The speaker makes main points clear.
• The speaker sequences main points effectively.
• The speaker includes internal summaries.
• The outline is repeatedly referenced to provide signposts.
• The speaker provides effective signposts.
• The speaker provides smooth transitions.
• The format of graphs is described before focusing on the content.

TIME
• The talk fits the time limit.
• Enough time is spent on each visual aid to allow the audience to absorb the information.
VISUAL AIDS
• The speaker faces the audience while speaking (speaker glances at the machine, not at
  the screen, while speaking).
• The slides have large, readable text (appropriate size for room).
• Each slide makes only a single point.
• There are five or fewer lines of text on each slide.
• Text is concise, having only a phrase or a few words per line.
• Background of slides is subordinate to text.
• Animation contributes to message instead of distracting the audience.
• Graphs are readable by all in the room.
• Slides have been prepared specifically for oral presentation.

DELIVERY/MECHANICS
• The speaker does not read the presentation.
• The speaker does not apologize for the presentation.
• The speaker always faces the audience when speaking.
• The pointer is used as a precise tool.
• The speaker maintains strong eye contact.
• The speaker gestures appropriately.
• There are no unnecessary gestures or distracting mannerisms.
• The speaker effectively uses non-verbal signals.
• The speaker has good posture.
• The speaker's facial expressions are effective.
• The speaker talks slowly and repeats key ideas.
• The speaker's voice can be clearly heard by all in the room.
• The speaker varies volume, pitch, and rate.
• The speaker uses pauses effectively.
• The speaker varies the length of statements.
• The speaker articulates and pronounces words correctly.
• The speaker demonstrates confidence.
• The presentation is aimed at a specific audience.
• The presentation is adapted to address the audience needs.
• Language is free from unexplained jargon and acronyms.
• Language is appropriate to audience
• Language is appropriate to topic is concrete vivid and specific
• Speaker uses alliteration, parallel phrasing, imagery, or other rhetorical devices
• The talk has been practiced to refine the flow, message, and length.

QUESTION AND ANSWER OR DISCUSSION SESSION
• The speaker carefully listens to questions.
• The speaker asks for clarification of the question when needed.
• The speaker answers the questions that are asked.
• The speaker answers succinctly.
• The speaker provides clear answers to questions.