

Speaker: _____ Topic: _____ Time: _____ Evaluator's number

Categories	Expectation	Needs Improvement	Competent	Strong	Totals
Area 1 - Content		0-5	6-8	9-10	
Purpose	Purpose is clear and concise. It is established in the introduction and leads the development of the rest of the presentation.				/10
Organization	Central ideas are clearly presented and are easy to follow, using transitions to move from one point to the next. An effective introduction and conclusion are apparent.				/10
		0-13	14-21	22-25	
Ideas and Evidence	Main ideas are established and demonstrate thorough and thoughtful knowledge, analysis, and preparation. Ideas are supported with facts and examples and community involvement is referenced. Sources and bibliography are referenced.				/25
Area 2 - Presentation		6-12	13-16	17-20	
Visual Aid Appearance & Application	Visual is easily visible for audience and appropriately incorporated into the speech, enhancing the speaker's message. Materials are well-planned, attractive, and readable; information enhances the presentation, and uses space effectively.				/20
Area 3 - Delivery		0-5	6-8	9-10	
Use of Voice	Rate, volume, tone, pronunciation, enunciation and grammar are appropriate.				/10
		0-7	8-11	12-15	
Eye Contact	Eye contact is consistent; speaker maintains a high level of visual interaction and little reliance on note cards.				/15
		0-1	2-3	4-5	
Poise	Gestures, facial expressions, and body language are effective, appropriate, and confident.				/5
Professional Appearance	Appearance is neat, clean, professional, and appropriate for the situation.				/5
Area 4 - Question & Answer		0-1	2-3	4-5	
Quality of Response Fluency and Confidence	Speaker's responses are thoughtful, thorough, and convey meaningful knowledge of subject matter. Speaker's responses are articulate and concise, showing the speaker to have internalized his/her main points. Speaker easily expands upon previous statements when asked.				
					/100
Time	8-12 minutes excluding question/answer. Presentations less than 8 minutes will lose 10% per minute. Presentations exceeding 12 minutes will be terminated within 30 seconds and lose 5 points.				

Notes: