

Sample Evaluation Form
for
(Standard Individual) Informative Presentations

*The Demonstration

*The Distance Communication Performance and Radio/TV Mediums

The Eulogy

The Farewell

*The Fundraising/Charity Address

The Holiday Celebration

The Humorous Address (The After Dinner Keynote and The Roast)

The Informative Lecture or Keynote Address

The Narrative

The New Job or Promotion

*The Religious Service

*The Report of Research Findings

*The Tour

The Tribute

*Could also have persuasive elements

Course Title
Instructor's Name

Total _____ out of 100 Points

**(SAMPLE) EVALUATION FORM
STANDARD INFORMATIVE PRESENTATION**

Manuscript Outline Grade ___ out of 20 Presentation Outline Grade ___ out of 10 Organization/Delivery ___ out of 70

INTRODUCTION: ATTENTION GRABBER/TOPIC IMPORTANCE/CREDIBILITY/ PREVIEW WERE WELL-STRUCTURED

1 2 3 4 5

**BODY LANGUAGE WAS POISED, ATTITUDE AND APPEARANCE REFLECTED PROFESSIONALISM AND ENTHUSIASM/EYE CONTACT WAS ENGAGING/VERBAL DELIVERY WAS STRONG
DURING THE INTRODUCTION**

1 2 3 4 5 6 7 8 9 10

TRANSITIONS/INTERNAL SUMMARIES/INTERNAL PREVIEWS WERE WRITTEN WELL AND PLACED CORRECTLY THROUGHOUT THE SPEECH

1 2 3 4 5

TRANSITIONS WERE PERFORMED CLEARLY THROUGHOUT AND FREE FROM VOCAL FILLERS, THROAT CLEARING AND AWKWARD PAUSES AND NOISES

1 2 3 4 5

STRUCTURE FOLLOWED THE MANUSCRIPT OUTLINE/MAIN POINTS WERE STRUCTURED WELL AND EMPHASIS ON EACH POINT WAS CLEAR AND DISTRIBUTED EQUALLY—THERE WERE 3 CREDIBLE SOURCES THAT WERE PROPERLY CITED WITHIN THE SPEECH/THE TOPIC HAD VALUE AND IT WAS APPROPRIATE/YOU MET TIME REQUIREMENT

12 13 14 15 16 17 18 19 20

**BODY LANGUAGE WAS POISED, ATTITUDE AND APPEARANCE REFLECTED PROFESSIONALISM AND ENTHUSIASM/EYE CONTACT WAS ENGAGING/VERBAL DELIVERY WAS STRONG
DURING THE BODY OF THE SPEECH**

1 2 3 4 5 6 7 8 9 10

CONCLUSION INDICATED THE END/HAD A CLEAR SUMMARY AND CREATIVE CLOSURE/LEFT A LASTING IMPRESSION

1 2 3 4 5

**BODY LANGUAGE WAS POISED, ATTITUDE AND APPEARANCE REFLECTED PROFESSIONALISM AND ENTHUSIASM/EYE CONTACT WAS ENGAGING/VERBAL DELIVERY WAS STRONG
DURING THE CONCLUSION**

1 2 3 4 5 6 7 8 9 10

Coel Coleman