COMS 493 Presentation Evaluation

Name:

Content (20 points) –
[] The presentation is attentive to and adequately addresses the material presented in the readings. (10) [] The presentation is not a book report. Instead of narrating what the text says, the presenter analyzes its meaning, helps his/her audience understand its significance, and/or supplies critical perspective. (10)
Structure (20 points) – [] The presentation begins with an introduction that provides an overview of the material to be addressed and ends with a conclusion that summarizes the information that was covered. (10) [] The presentation moves logically between the different topics and provide for smooth and understandable
transitions. It does not jump around in a chaotic fashion or get lost in the material. (10) Interaction (20 points) –
[] The presenter does not lecture at the audience. S/he makes room for appropriate forms of audience participation through direct questioning, interactive exercises, and/or other techniques. (10) [] The presenter is attentive to the audience, makes necessary adjustments his/her presentation to facilitate understanding, and/or provides satisfactory responses to comments and questions. (10)
Graphics (20 points) – [] The presenter makes effective use of graphics and/or visual aids (e.g., Power Point, web pages, overheads, video, etc.) to support the presentation. These graphics are not just "eye-candy" but help to construct and to communicate the presentation's message. (10) [] The support graphics are well designed and structured. The text is readable and free of errors in spelling and grammar, the selected images illustrate the issues addressed, and the colors and layout provide for effective visual communication. (10)
Delivery (20 points) – [] The presenter maintains effective eye contact with the audience throughout the presentation. (10)
[] The presenter appears to be relaxed and minimizes the um's, uh's, like's, and you-know's. (10)