

COMS 647

Presentation Evaluation

Name:

Content (20 points) –

- The presentation is attentive to and adequately addresses the material in the readings. (1–10)
- The presentation is not a book report. Instead of narrating what the text says, the presenter analyzes its meaning, helps the audience understand its significance, and/or supplies critical perspective. (1–10)

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. (1–10)
- The presentation moves logically between the different topics and provides for smooth and understandable transitions. It does not jump around in a chaotic fashion or get lost in the material. (1–10)

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. (1–10)
- The presenter is attentive to the audience, makes necessary adjustments in his/her presentation to facilitate understanding, and/or provides satisfactory responses to comments and questions. (1–10)

Speaker Support (20 points) –

- The presenter makes effective use of graphics, visual aids, or other supporting materials (e.g., Power Point, web sites, video clips, etc.) to support the presentation. These items are not just "eye-candy" or distractions but help to construct and to communicate the presentation's message. (1–10)
- The support materials are well designed and structured. Text is readable and free of errors in spelling and grammar, images illustrate the issues addressed, video and audio works and are able to be accessed in the course of the presentation, graphics are well designed, etc. (1–10)

Delivery (20 points) –

- The presenter maintains effective eye contact with the audience throughout the presentation. (1–10)
- The presenter appears to be relaxed and minimizes the um's, uh's, like's, and you-know's. (1–10)

Total –