

Oral Presentation Evaluation
South Fayette High School

Name: _____
Topic: _____
Cluster Name: _____
Evaluators: _____

CRITERIA	POINTS	COMMENTS
<p><u>Voice</u></p> <p>Your voice had a pleasant pitch and you spoke at an appropriate rate of speed for audience and purpose.</p> <p>The volume of your voice was appropriate for the size of the room and the audience.</p>	<p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p>	
<p><u>Physical Presence</u></p> <p>You were dressed neatly and appropriately for type of presentation and audience.</p> <p>5 = Professional dress (dress slacks, dress shoes, tie, jacket (optional) for boys; dress, suit, dress slacks with jacket for girls) 4 = Business casual (dress/Docker-type slacks, dress shirt/golf shirt, no tie, casual shoes (no tennis shoes) for boys; skirt or slacks and sweater/blouse, dress shoes for girls) 3 = Casual (Khaki's/slacks with large pockets, solid color/collarless jersey, casual shoes for boys; casual slacks, casual top, casual shoes for girls) 2 = Any ONE of the following: jeans, tennis shoes, or printed t-shirt 1 = TWO or more of the following: jeans, tennis shoes, or printed t-shirt 0 = Unkempt look; no attempt to meet criteria</p> <p>You kept your head up, used good posture, and stood tall, conveying an image of self-confidence.</p> <p>Your facial expressions, body language, and attitude conveyed interest and enthusiasm in your subject matter.</p> <p>You made good eye contact with the audience.</p> <p>You did not use distracting mannerisms throughout your presentation (chewing gum, tapping fingers, hands in pockets etc.).</p>	<p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p>	

<p><u>Language</u></p> <p>You enunciated clearly and pronounced words correctly.</p> <p>You used correct grammar in your presentation.</p> <p>You used a vocabulary that was appropriate for your subject matter and audience.</p>	<p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p>	
<p><u>Content</u></p> <p>Your presentation included an introduction which stated the premise of your paper.</p> <p>Your presentation included a body which contained supporting information and documentation for your thesis or topic.</p> <p>Your presentation included a conclusion that summarized your paper and re-stated your thesis or topic.</p> <p>Your content was organized in a logical, orderly, and meaningful manner.</p> <p>Your presentation met the time requirements of a minimum of 20 minutes and a maximum of 25 minutes in length, including the exhibition.</p> <p>5 = 20-25 minutes; does not exceed time requirements 4 = 18-20 minutes 3 = 15-18 minutes 2 = 12-15 minutes 1 = 10-12 minutes 0 = Less than 10 minutes</p> <p>You anticipated questions the audience might have about your subject matter and were prepared to answer questions not covered in the presentation itself or to elaborate on points you previously made.</p>	<p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p>	
<p>Total Points (80 Possible)</p>		
<p>Percentage Grade</p>		
<p>Letter Grade</p>		

Additional Comments:

5 = All criteria were met as described.

4 = Most criteria were met as described; evidence that real effort was made to meet criteria.

3 = Some criteria were met as described; evidence that some effort was made to meet criteria.

2 = Few criteria were met; evidence that little effort was made to meet criteria.

1 = Criteria were not met, but attempted.

0 = Criteria were missing or not attempted.

Review Panel Signatures:

Date:
