

# Presentation Evaluation

Speaker:

Topic:

Speaker's Target Audience:

Evaluator:

*Directions for the speaker: Evaluate yourself on each point before you present.*

*Directions for the evaluator: Evaluate the speaker on each point.*

Components	<i>Good!</i>	<b>Needs Work</b>
<b>Content</b>		
Relevant material for audience's knowledge level		
Acknowledgement of audience's wants and concerns		
Sufficient depth in support material		
Interesting examples for audience and situation		
Appropriate visual aids		
<b>Organization</b>		
Grab audience's attention		
States clear agenda		
Includes benefit in introduction		
Follows clear organization plan		
Summarizes essence of main points		
Asks for clear action in conclusion		
Closes with strong final statement		
<b>Delivery</b>		
Moves comfortably and gestures naturally		
Looks at each member of the audience		
Speaks conversationally and enthusiastically		
Handles visual aids effectively		

Overall comments:

Finally, would you hire this person or buy this product or support this proposal?