CSCI-471 Professional Communications

Presentation Evaluation Form

Your Name: _______________________________           Section number _________

1 Instructions

You should have a copy of the entire presentation schedule for the class. Use the time before the first group presents to fill in the top of each evaluation sheet with the team’s name and their topic.

In case you arrive late, turn in evaluation sheets for only the presentations who you actually were present for.

Do not compare this presentation to any other presentation. Evaluate each one independently. As you listen to each team speak, rate each presentation on five categories: presentation materials, content, organization, group aspects and for each member of the group, individual presentation style. You will also provide an overall assessment. In each category, you will provide a numerical grade from 1-10 (think of this as a letter grade with 10=A, 9=B 8=C, 7=D, and from 0-6 for an F. This represents your opinion for the given component.

Under each of the categories are sets of descriptors. For each of these, place a plus next to a descriptor that they did well, a check (√) next to descriptors that they did OK, and a minus (-) next to descriptors that needed work. Leave the descriptor blank if you believe it does not apply or you elect not provide feedback for it. There is some room within each section to write explanatory comments. Make sure you give justifications for the grade you assigned to each component.

When you are done with the evaluation, add up the grade for the speaker, this will give a maximum grade of 40.