

# Evaluation/ judging a presentation:

- Presentation preparation
- Introduction
- Body
- Conclusion
- Presentation and delivery
- Question and answer

## ■ Presentation preparation

\_\_\_ Detailed outline with specific purpose, central idea, and transition statements

\_\_\_ Questionnaire

\_\_\_ Evidence of substantial research/bibliography

\_\_\_ Audience factor

## ■ Introduction

\_\_\_ Captured audience's attention

\_\_\_ Revealed topic

\_\_\_ Clear informative central idea

\_\_\_ Purpose made clear

\_\_\_ Prepared audience for the rest of the presentation



## ■ Conclusion

\_\_\_ Reinforced central idea

\_\_\_ Prepared audience for end

\_\_\_ Vivid ending used

## ■ Presentation and delivery

\_\_\_ Extemporaneous delivery

\_\_\_ Enthusiasm for subject

\_\_\_ Eye contact

\_\_\_ Pronunciation/appropriate word choice

\_\_\_ Vocal variety (pauses, pitch, tone, volume) is effective

\_\_\_ Filler words (“ums” and “uhs”) are limited

\_\_\_ Distractive mannerisms under control  
(gestures, movements, facial expressions)

## ■ Question and answer

\_\_\_ Listening and understanding the questions effectively

\_\_\_ Friendliness to the audience

\_\_\_ Answering mode (Discussion or vindictive mode)

\_\_\_ Poise is maintained during difficult or vindictive questions

\_\_\_ Effective answering (to the point answer and supporting evidence citation)