Oral Presentation Peer Evaluation

Evaluator ______________________      Presenter _______________________

Evaluate the presenter based on the criteria below. Use this worksheet to make comments and record your notes. Give the speaker this evaluation worksheet after you have verbally presented your feedback to him or her at the end of class.

Organization
There are clear distinctions between your introduction and the body of your presentation, between your presentation’s body and conclusion, and you articulate the organization of your analysis (found within your presentation’s body).

Transitions
You use signposts, summaries, and transitions to indicate the material you just covered and the material you will cover next.

Introduction
You articulate your purpose statement and your recommendation/finding in your introduction.

Audience Engagement
You attempt to engage the audience (through humor, relating to the audience, your ease, anecdotes, and so on).

Speak from Notes
You speak from notes (not from a memorized script, from a written script, or as an impromptu speech).

Physical Presentation
In your physical presentation, you make eye contact and use few distracting gestures.

Verbal Presentation
In your verbal presentation, you don’t use verbal crutches, you articulate clearly, and you pace your rate of speech.

Use of allotted time
You conform to the time requirement (not less than eight minutes, not more than thirteen minutes)
Visual Aids
Your visuals are purposeful

Handling of audience questions
You facilitate a question and answer session.

Other Comments
What were your overall impressions of the presentation?