

Worksheet for Evaluating Presentations

CL903-3B: The Classical Roots of Western Literature

SPEAKER: _____

TOPIC: _____

Check off each element that a speaker accomplishes successfully in the presentation.

Topic

____ Appropriately narrowed & focused for audience and assignment

____ Purpose clear

Organization

____ Effective introduction with an attention-getter

____ Clear thesis statement

____ Main points clear and sufficient number

____ Main points well developed to elaborate or support thesis

____ Logical arrangement of main points

____ Clear transition, including signal for conclusion

____ Conclusion contains summary of main points or restatement of thesis

Appropriateness

____ Use of language appropriate for topic, audience and occasion

____ Maintains audience interest in topic through the speech

____ Effective strategies for adapting material to the audience's understanding of the topic

____ Meets requirements of assignment

____ Within time limits

Delivery

____ Eye contact established & maintained with audience

____ Body and facial gestures reinforce message

____ Clear articulation, rate of speech & volume

OPTIONAL

Visual Aids

____ Well designed & presented

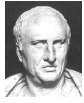
____ Add to audience understanding

Q & A

____ Answered questions thoroughly

____ Managed time so more than one question could be asked & answered

Additional Notes:



Worksheet for Evaluating Presentations

CL903-3B: The Classical Roots of Western Literature

SPEAKER: _____

TOPIC: _____

5: Excellent 4: Above Average 3: Average 2: Below Average 1: Insufficient

Topic

Appropriately focused for audience & assignment	5	4	3	2	1	N/A
Purpose clear	5	4	3	2	1	N/A

Organization

Effective introduction with an attention-getter	5	4	3	2	1	N/A
Clear thesis statement	5	4	3	2	1	N/A
Main points clear & of appropriate number	5	4	3	2	1	N/A
Well developed main points elaborate & support thesis	5	4	3	2	1	N/A
Logical arrangement of main points	5	4	3	2	1	N/A
Clear transitions, including signal for conclusion	5	4	3	2	1	N/A
Conclusion summarizes main points & thesis	5	4	3	2	1	N/A

Appropriateness

Use of language appropriate for topic, audience and occasion	5	4	3	2	1	N/A
Maintains audience interest in topic	5	4	3	2	1	N/A
Adapts material to the audience's understanding of the topic	5	4	3	2	1	N/A
Meets requirements of assignment	5	4	3	2	1	N/A
Within time limits	5	4	3	2	1	N/A

Delivery

Eye contact established & maintained with audience	5	4	3	2	1	N/A
Body and facial gestures reinforce message	5	4	3	2	1	N/A
Clear articulation, rate of speech, & volume	5	4	3	2	1	N/A

Visual Aids (Optional)

Well designed & presented	5	4	3	2	1	N/A
Assist audience understanding	5	4	3	2	1	N/A

Q & A

Answered questions thoroughly	5	4	3	2	1	N/A
Managed time effectively	5	4	3	2	1	N/A

Summary, additional comments, & suggestions