

		Rating:			
Category:		0	1	2	3
Nonverbal Skills	Eye Contact	Does not attempt to look at audience, reads notes	Focuses attention on one particular part of the room, does not scan audience	Occasionally looks at someone or a group	Regularly makes eye contact with someone or a group
	Facial Expressions	Has either a deadpan expression or shows a conflicting expression during entire presentation	Occasionally displays both a deadpan and conflicting expression during presentation	Occasionally demonstrates either a deadpan OR conflicting expression during presentation	Gives audience clues to what the content of speech is about; Appropriate expression, never notice a deadpan or conflicting expression
	Gestures	No gestures are noticed			Natural hand gestures demonstrated
	Posture	Unnecessarily sits during presentation or slumps	Slumps regularly	Occasionally slumps during presentation	Stands up straight; both feet on the ground.
Vocalized	Enthusiasm	Shows absolutely no interest in topic presented	Shows some negativity toward topic presented	Occasionally shows positive feelings about topic	Demonstrates a strong positive feeling about topic during entire presentation
	Articulation	"Vocalized pauses": 10 or more are noticed	6-9 are noticed	1-5 are noticed	No vocalized pauses (e.g., "Uh...", "Well, um...") or extended sentences (and... and...")
Content	Presentation matches abstract	Presentation was not related to announced purpose of session	Some objectives addressed	Most objectives addressed	Presentation matched announced purpose and met all objectives
	Topic Introduction	Does not include personal introduction; no useful introduction to presentation, audience has no idea what the report is on			Includes a brief personal introduction; uses introduction to explain what the presentation will be covering
	Time frame	Presentation is less than minimum time or over maximum time			Presentation fills required time frame
	Visual Aids	Poor, distracted audience or is hard to read	Visual aids add nothing to presentation	Visual aids add to presentation, but not engaging	Visual aids enhanced presentation, discussion related to bullets, keeps audience engaged
	Presentation well planned, complete / coherent.	One or more point left out	Majority of points glossed over; insufficient depth	Majority of points covered in depth	Thoroughly explains all points

Presenter: \_\_\_\_\_

Topic: \_\_\_\_\_

Day and time: \_\_\_\_\_

		Rating:			
Category:		0	1	2	3
Nonverbal Skills	Eye Contact	0	1	2	3
	Facial Expressions	0	1	2	3
	Gestures	0	1	2	3
	Posture	0	1	2	3
Vocal Skills	Enthusiasm	0	1	2	3
	Articulation	0	1	2	3
Content	Presentation matches abstract	0	1	2	3
	Topic Introduction	0	1	2	3
	Time frame	0	1	2	3
	Visual Aids	0	1	2	3
	Presentation well planned, complete / coherent.	0	1	2	3

Additional Comments: