

Oral Presentation – Criteria for Evaluation
(to be given to students)

Engagement: Did you cultivate our attention and/or solicit interaction?
Purpose: Did you provide us with a sense of why the topic/issue is important or significant?
Organization: Did you present the ideas in a clear, orderly manner?
Content: Did you explain key information, provide sufficient context, note sources, and reiterate key terms or ideas?
Self-presentation: Did you speak clearly, make eye contact, and use body language effectively?
Visual Aids (if used): Were they helpful, economical, not distracting, and easy to read?

Oral Presentation Peer Feedback

Basic Feedback: 1 =No, 2=Somewhat, 3=Yes			
Engagement: Did the speaker cultivate your attention or interaction?	1	2	3
Purpose: Did you get a sense of why the topic/issue is important?	1	2	3
Organization: Were the ideas presented clearly in an orderly way?	1	2	3
Content: Did the speaker explain key info, give you sufficient context, note sources, and reiterate key terms or ideas?	1	2	3
Self-presentation: Did he/she speak clearly, make eye contact, and use body language effectively?	1	2	3
Visual Aids (if used): Were they helpful, economical, not distracting, and easy to read?	1	2	3 n/a
Reflection			
Please use this space to make any comments:			

Criteria for Oral Presentation – Professor’s Copy
(Right-hand column can be used for any preferred evaluation system)

Engagement	
Thoughtful, clever, or creative approach that encourages active listening or audience participation	
Purpose	
Communicates purpose of discussion, and does so early on	
Organization	
Provides “map” or overview of talk	
Presents information in logical sequence that audience can follow	
Transitions clearly and effectively from idea to idea	
Content	
Explains key information accurately and completely	
Explains jargon and field-specific terms in accessible language	
Reiterates key terms/ideas to keep audience focused and oriented	
Provides evidence of adequate research (“cites” or mentions sources of information)	
Self-presentation	
Voice: volume, speed, articulation, minimal filler words (“um” etc.)	
Energy: confidence, enthusiasm	
Body Language: eye contact, movement, posture, gestures	
Visual Aids (if used)	
Useful: Reinforce presentation to maximize audience understanding	
Economical: Don’t needlessly repeat spoken points; not there simply for the sake of having a visual aid or slides	
Well-designed: Not too busy looking or cluttered; text large enough to be readable; focus on main points	