

Presentation Scorecard

Name _____

Topic:

Score each item on a scale of 1-5: (1) poor - (5) Excellent

1. Presenter had a professional appearance _____
2. Presenter made an introduction regarding the presentation _____
3. Simple, clear, and appropriate graphics were used _____
4. Use of text on slides was appropriate: correct grammar, brief statements, size, color and font were easy to read _____
5. Slide background was not distracting _____
6. Presenter clearly articulated the major points _____
7. Presenter engaged your attention effectively _____
8. Presenter talked to audience, not slides, computer or back wall of room _____
9. Presenter did not read slides verbatim _____
10. Presenter was articulate and avoided pauses and use of "filler" statements such as "ah", "umm", "you know", "like", etc. _____
11. Presentation was knowledgeable and well-organized _____
12. Presenter adhered to time constraints _____
13. Presenter adequately handled questions at end of presentation _____

Total _____

Score $[(\text{Total}/65)*10]$ _____

Comments