EVALUATION FORM
Using Presentation Software

Member Name _____ Date _____

Evaluator _____ **Speech Length:** 5 – 7 minutes

Speech Title	

Purpose Statements

- The purpose of this project is for the member to introduce or review basic presentation software strategies for creating and using slides to support or enhance a speech.

- The purpose of this speech is for the member to demonstrate his or her understanding of how to use presentation software, including the creation of slides and incorporating the technology into a speech.

Notes for the Evaluator

During the completion of this project, the member reviewed or learned about presentation software and the most effective methods for developing clear, comprehensive, and enhancing slides.

About this speech:

- The member will deliver a well-organized speech on any topic. The topic should lend itself well to using presentation software.

- Watch for clear, legible, and effective slides that enhance the speech and the topic.

- The speech may be humorous, informational, or any style of the member's choosing.

- The speech should not be a report on the content of the "Using Presentation Software" project.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

5	4	3	2	1
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	DEVELOPING

Clarity: Spoken language is clear and is easily understood

5	4	3	2	1

Comment:

Vocal Variety: Uses tone, speed, and volume as tools

5	4	3	2	1

Comment:

Eye Contact: Effectively uses eye contact to engage audience

5	4	3	2	1

Comment:

Gestures: Uses physical gestures effectively

5	4	3	2	1

Comment:

Audience Awareness: Demonstrates awareness of audience engagement and needs

5	4	3	2	1

Comment:

Comfort Level: Appears comfortable with the audience

5	4	3	2	1

Comment:

Interest: Engages audience with interesting, well-constructed content

5	4	3	2	1

Comment:

Presentation Slide Design: Slides are engaging, easy to see, and/or readable

5	4	3	2	1

Comment:

Presentation Slide Effectiveness: Slides enhance member's speech

5	4	3	2	1

Comment:

Topic: Topic lends itself well to using presentation software

5	4	3	2	1

Comment:

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

Clarity

5 – Is an exemplary public speaker who is always understood
4 – Excels at communicating using the spoken word
3 – Spoken language is clear and is easily understood
2 – Spoken language is somewhat unclear or challenging to understand
1 – Spoken language is unclear or not easily understood

Vocal Variety

5 – Uses the tools of tone, speed, and volume to perfection
4 – Excels at using tone, speed, and volume as tools
3 – Uses tone, speed, and volume as tools
2 – Use of tone, speed, and volume requires further practice
1 – Ineffective use of tone, speed, and volume

Eye Contact

5 – Uses eye contact to convey emotion and elicit response
4 – Uses eye contact to gauge audience reaction and response
3 – Effectively uses eye contact to engage audience
2 – Eye contact with audience needs improvement
1 – Makes little or no eye contact with audience

Gestures

5 – Fully integrates physical gestures with content to deliver an exemplary speech
4 – Uses physical gestures as a tool to enhance speech
3 – Uses physical gestures effectively
2 – Uses somewhat distracting or limited gestures
1 – Uses very distracting gestures or no gestures

Audience Awareness

5 – Engages audience completely and anticipates audience needs
4 – Is fully aware of audience engagement/needs and responds effectively
3 – Demonstrates awareness of audience engagement and needs
2 – Audience engagement or awareness of audience requires further practice
1 – Makes little or no attempt to engage audience or meet audience needs

Comfort Level

5 – Appears completely self-assured with the audience
4 – Appears fully at ease with the audience
3 – Appears comfortable with the audience
2 – Appears uncomfortable with the audience
1 – Appears highly uncomfortable with the audience

Interest

5 – Fully engages audience with exemplary, well-constructed content
4 – Engages audience with highly compelling, well-constructed content
3 – Engages audience with interesting, well-constructed content
2 – Content is interesting but not well-constructed or is well-constructed but not interesting
1 – Content is neither interesting nor well-constructed

Presentation Slide Design

5 – Slide design is exemplary for readability and visual appeal
4 – Slides are designed well for readability and visual appeal
3 – Slides are engaging, easy to see, and/or readable
2 – Slide design needs improvement
1 – Slides are poorly designed or difficult to see and read

Presentation Slide Effectiveness

5 – Slides enhance and elevate member's speech
4 – Slides make a significant contribution to member's speech
3 – Slides enhance member's speech
2 – Slides make only a small contribution to member's speech
1 – Slides do little or nothing to enhance member's speech

Topic

5 – Speech is an exemplary example of the use of presentation software
4 – Topic selected is excellent for the use of presentation software
3 – Topic lends itself well to using presentation software
2 – Topic selection could be improved for more effective use of presentation software
1 – Topic does not lend well to using presentation software