Oral Report Evaluation

Speaker(s):_____

Report Title:_____

Rating Scale: (+) 10 . . . 1 (-)

		Score
1.	Introduction gains attention of audience.	
2.	Presentation involves the audience — speaker demonstrates a knowledge of the audience and what it expects from the presentation	
3.	Speaker establishes credibility and rapport with audience — speaker appears comfortable and knowledgeable	
4.	Introduction previews main points providing an explicit purpose for the presentation	
5.	Speaker uses obvious and logical transitions ("verbal signposts")	
6.	Each main point is illustrated, supported, and clarified — presentation focuses on a few key ideas	
7.	Speaker uses visual aids to emphasize and clarify main points — i.e. the presentation is not just read from a Power Point slide show	
8.	Multimedia design is appropriate to presentation and audience: uses consistency, repetition, alignment, proximity	
9.	Conclusion summarizes main points without being redundant and provides a final focus — i.e. a goal is apparent	
10.	Speaker encourages questions	
	Total	

Comments:

Grade_____