### Presentation Communication Evaluation Form (8/2016)

**Group Elements**

- **Formal group introduction**
  - Professional; included individual first/last names, presentation topic, and agenda
  - Needs improvement: lacked agenda, presentation topic, and/or first and last names
  - Very poor introduction; lacked organization and important information

- **Formal conclusion**
  - Professional; provided final overall thoughts and opened for questions
  - Needs improvement: only restated agenda list instead of actual final thoughts on topic
  - Very poor conclusion; lacked organization, was abrupt, and did not provide a professional ending

- **Supplements: Presentation slides and/or handouts**
  - Meets expectations:
    - Good slides w/nice color and contrast
    - Well-used pictures/ logos
    - Appropriate opening, agenda, and conclusion slides
  - Needs improvement:
    - Some slides contained too little text; could combine some slides
    - More color or pictures needed for interest
    - Font was too small in areas; hard to read
    - Missing agenda slide
    - Missing conclusion/questions last slide
  - Needs improvement:
    - Some slides contained too much text
    - Too many full sentences on slides
    - Needed consistency with capitalization and/or punctuation, particularly:
      - No period if not a full sentence
      - Capitalization at start of bullet point

- **Poise/body stance**
  - Meets expectations:
    - Maintained nice, natural presentation style and stance when speaking and fully faced audience
    - Presented with confidence and knowledge of subject; built solid credibility with audience
    - Well poised when other group members are speaking and/or during Q&A
  - Needs improvement:
    - Body slightly faced more toward center and windows or doors side; limited connection with 0 windows side or 0 door side of room
    - Often turned head sideways to read/glance at presentation slides on 0 large front screen or 0 podium monitor
    - Turned whole body sideways to read slides; blocked 0 center 0 windows side and/or 0 door side audience
  - Needs improvement:
    - Crossed arms during presentation; this action can make you seem uninterested or defensive/less approachable
    - Crossed/uncovered legs on & off
    - Rocked back and forth or 0 side to side
    - Leaned on podium/back wall/side wall
    - One/both hands in pocket(s)
    - One/both hands on hip(s)
    - Tossed hair back to keep out of eyes

- **Gestures/hand movements**
  - Meets expectations:
    - Gestured appropriately and naturally
  - Needs improvement:
    - No gestures at all; some are natural
    - Played 0 occasionally or 0 constantly with
  - Needs improvement:
    - Be cautious of:

- **Eye contact**
  - Meets expectations:
    - Maintained eye contact and scanned audience (turned toward various sections of room during presentation)
  - Needs improvement:
    - Solid eye contact, but missed 0 windows side, 0 center, and/or 0 door side
    - Eye contact was only intermittent due to reliance on slides/notes
  - Needs improvement:
    - Minimal/no connection
    - Speaker stared at: 0 professor 0 grader
    - 0 podium monitor 0 large front screen
    - 0 back room screen 0 notecards 0 ceiling/walls

- **Use of fillers (i.e.: and, so, and then, um, uh, like) and topic changes**
  - Meets expectations:
    - Nicely avoided unnecessary fillers.
    - Good transitions between topics.
  - Needs improvement:
    - Used 0 occasionally 0 quite a bit
    - Unnecessary “Now I will talk about/discuss”: eliminate and just start talking about it
  - Needs improvement:
    - Started new sentences/topics/slides with

- **Voice**
  - Meets expectations:
    - Made good use of voice, including pace and volume; overall, delivery was practiced and polished
  - Needs improvement:
    - Overused “they”; too vague of a reference
    - Some awkward pauses; need notecards or more practice beforehand to improve delivery
  - Needs improvement:
    - Spoke in a monotone voice; needed variation
    - Voice was too soft 0 occasionally or 0 overall
    - Spoke 0 too quickly or 0 too slowly

- **Transition between speakers**
  - Smooth transition to start and finish your section of the presentation
  - Needs improvement: both person ending section and person starting new section introduced new topic (doesn’t seem cohesive)
  - Needs improvement to FINISH STRONG: before your section ended, 0 voice trailed off
  - Needs improvement to FINISH STRONG: before your section ended, 0 voice trailed off
  - Needs improvement:

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