

Name _____

		5	4-3	3-1	0	
		Excellent	Good	Needs Attention	Missing	Comments:
Section	Details each section should contain					
Introduction	1. Contains a well-developed attention-getter (5)					
	2. Clearly lists the Major Points (5)					
	3. Contains at least one slide (5)					
Major Point #1	1. Speaker provides at least 1-2 clearly understood statistics from established research, etc. (5)					
	2. Speaker provides at least 1-2 clearly understood quotes from an authority on the topic (or anecdote related to topic) (5)					
Major Point #2	1. Speaker provides at least 1-2 clearly understood statistics from established research, etc. (5)					
	2. Speaker provides at least 1-2 clearly understood quotes from an authority on the topic (or anecdote related to topic) (5)					
Major Point #3	1. Speaker provides at least 1-2 clearly understood statistics from established research, etc. (5)					
	2. Speaker provides at least 1-2 clearly understood quotes from an authority on the topic (or anecdote related to topic) (5)					
Summary	1. Contains at least 1 slide (3) 2. Summarizes the lesson/Restates the Major Points (2)					
Citation Slide	Contains at least one slide with all citations from the presentation (5)					
Preparation	1. Speaker was clearly prepared and knew the material (Only occasionally refers to slides, monitor, notes) (2)					
	2. Speaker did not mispronounce or stumble over words or names (1)					
	3. Speaker had good eye contact with audience (2)					

Vocal Style	1. Speaker spoke with authority. [Speaker was enthusiastic about topic and avoided use of uh...ummm...you know, etc.] (3) 2. Speaker was clear and easy to hear/understand (2)					
Grammar	Presentation was free of grammatical errors (10)					
Appearance	Speaker was dressed in appropriate business attire (5)					
PowerPoint	1. Effective use of PP—appropriate color, font size, etc. (5)					
	2. PowerPoint slides met 6x6 rule (no more than 6 lines per slide, 6 words per line) (5)					
	3. Graphics/clip art was well done (5)					
Overall Quality	Professional presentation that was well-designed, interesting, informative, and well-prepared (5)					

Additional Comments: