

# THE ACADEMIC SYMPOSIUM

## Oral Presentation Evaluation Sheet

<b>Presenter</b>		<b>Date</b>	
<b>Evaluator</b>			

**Instructions:** Score each criterion from 0 to 10. The oral presentation is worth 100 points total. Use the notes column for concise comments or follow-up items.

	Evaluation criterion	Score (0-10)	Notes
1	The presenter makes the topic and purpose clear from the beginning.		
2	The presenter provides a handout with the presenter's name, presentation title, contact information, and relevant supporting material.		
3	The presentation appears truthful and unbiased.		
4	The presenter appears knowledgeable about the content and responds well to questions.		
5	All viewgraphs are grammatically correct and use grammatically parallel structures.		
6	All viewgraphs contain limited information and are easy to understand.		
7	The presenter handles nervousness well and maintains eye contact with the audience.		
8	The presenter varies voice pitch and tone and avoids verbal fillers such as "uh" and "um."		
9	The presenter shows enthusiasm for the subject.		
10	The presenter stays within the time limits.		
<b>Total</b>			

**Other comments**