

THE ACADEMIC SYMPOSIUM

PowerPoint Presentation Evaluation Sheet

Presenter		Date	
Evaluator			

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 first slide introduces the speaker, topic, and purpose.		
2	The second slide outlines the presentation's main points.		
3	The presenter uses pointer/highlighting or slide tools effectively.		
4	Slides are grammatically correct and use parallel structure.		
5	Slides contain limited information and are easy to understand.		
6	The presenter handles questions and interruptions effectively.		
7	The presenter manages nervousness appropriately.		
8	The presenter maintains eye contact with the audience.		
9	The presenter shows enthusiasm for the subject.		
10	The presenter stays within the time limits.		
Total			

Other comments