

# California 4-H Presentation Program Evaluation Form

## Informative Prepared Speech

<b>Date</b>					
<b>Location</b>	<input type="checkbox"/> Club/Unit <input type="checkbox"/> County <input type="checkbox"/> Area <input type="checkbox"/> State <input type="checkbox"/> Other				
County				Title	
Member Name				Age	
Member Name				Age	
Member Name				Age	
<b>A. Technical Requirements: Following the 4-H Presentation Manual Guidelines</b>					<b>Total Possible: 2</b>
			<b>Not Met (0 Points)</b>	<b>Met (1 Point)</b>	<b>Points</b>
1. Length as within 2-10 minutes?			No	Yes	
2. Appearance: Appropriate attire and speaker is well groomed			No	Yes	
<b>B. Content: The purpose of the presentation and the information and ideas presented</b>					<b>Total Points: 8</b>
3. Content was appropriate for the presenter's ability	(0 pts) Too basic for ability	(0 pts) Too advanced for ability	(1 pt) Within acceptable margins for ability		
4. Speaker demonstrated knowledge of the content	(0 pts) Lack of knowledge demonstrated		(1 pt) Partial knowledge of content demonstrated	(2 pt) Full knowledge of content demonstrated	
5. References included in the presentation	(0 pts) No references presented		(1 pt) References presented		
6. Response to questions	(0 pts) Speaker not able to answer questions		(1 pt) Speaker able to partially answer questions	(2 pts) Speaker able to fully answer questions	
7. Purpose of presentation accomplished effectively	(0 pts) Purpose was not accomplished		(1 pt) Purpose was partially accomplished	(2 pts) Purpose was fully accomplished	
<b>C. Structure: The framework that organizes the content</b>					<b>Total Possible: 15</b>
8. Introduction: An opening device; personal introduction; states purpose	(0 pts) None included	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
9. Body: Following steps in logical order; smooth transitions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
10. Conclusion: Includes summary; asks for questions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
11. Presentation was well-structured to help audience understand and remember ideas	(0 pts) Steps not followed in a logical order	(1 pt) Presentation structured adequately	(2 pts) Presentation was highly structured and planned		
12. Theme/thesis was clear and speech was informative in nature	(0 pts) Theme was unclear and speech was uninformative	(1 pt) Theme was clear and information was sufficiently presented to inform the audience	(2 pts) Theme/thesis was clear and information was effectively presented to inform the audience		
13. Information was discussed in an intelligent and original manner	(0 pts) Information was inadequately discussed	(1 pt) Information was sufficiently discussed	(2 pts) Information was intentionally and effectively discussed in a highly intelligent and original manner		
14. Presentation held audience's interest	(0 pts) Interest was not maintained	(1 pt) Interest was partially maintained	(2 pts) Interest was fully maintained		
<b>D. Mechanics of Presenting: How the speaker uses voice and body to present content</b>					<b>Total Possible: 12</b>
15. Verbal: Projection; tone; speech rate; vocal variety	(0 pts) Was not effective to convey content	(1 pt) Sufficient to convey content	(2 pts) Effectively used to convey content	(3 pts) Intentional and dynamic use of verbal devices to convey content	
16. Non-verbal: Facial expressions; gestures to reinforce important points	(0 pts) Was not effective to convey content	(1 pt) Sufficient to convey content	(2 pts) Effectively used to convey content	(3 pts) Intentional and dynamic use of non-verbal cues to convey content	
17. Eye Contact with audience	(0 pts) No eye contact	(1 pt) Some eye contact	(2 pts) Sufficient eye contact	(3 pts) Intentional and effective use of eye contact	
18. Poise and confidence	(0 pts) Poise and confidence not displayed	(1 pt) Poise and confidence somewhat displayed	(2 pts) Poise and confidence sufficiently displayed	(3 pts) Poise and confidence effectively displayed	
(possible 37) <b>Total Score:</b>					

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## COMMENT PAGE

**PLEASE PRINT NEATLY AND LEGIBLY.**

+ What did the speaker do particularly well?

Δ What could the speaker have done differently to make the speech more effective?

Evaluator Name: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

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