

✿ UC 4-H PRESENTATION EVALUATION FORM

Informative Prepared Speech

Date					
Location	<input type="checkbox"/> Club/Unit <input type="checkbox"/> County <input type="checkbox"/> Regional <input type="checkbox"/> State <input type="checkbox"/> Other				
County		Title			
Member Name		Age			
Member Name		Age			
Member Name		Age			
A. Technical Requirements: Following the presentation guidelines (page 15) Total Possible: 2					
		Not met (0 Points)	Met (1 Point)	Points	
1. Length was within 2-10 minutes?		No	Yes		
2. Appearance: Appropriate attire for the occasion		Distracting	Enhancing		
B. Content: The purpose of the presentation and the information and ideas presented (page 6) Total Possible: 8					
3. Content was appropriate for the presenter's ability	(0 pts) Too basic for ability	(0 pts) Too advanced for ability	(1pt) Within acceptable margins for ability		
4. Presenter 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) Not able to answer questions		(1 pt) Able to partially answer questions	(2 pts) 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	
C. Structure: The framework that organizes the content (page 7) Total Possible: 15					
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: Follows 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 was clear and information was effectively presented to inform 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 attention	(0 pts) Not maintained	(1 pt) Partially maintained	(2 pts) Fully maintained		

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D. Mechanics of Presenting (pages 8 to 9) Total Possible: 12					
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 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) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	
(37 possible) Total Score:					

COMMENTS

PLEASE PRINT NEATLY AND LEGIBLY. PLEASE WRITE COMMENTS TO THE PRESENTER.

What did I do well? What could I have done differently to make my presentation more effective?	
Evaluator Name	

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