

GROUP PRESENTATION EVALUATION/FEEDBACK FORM

Group Member's Names:

Your presentation will be evaluated using the following scale in each of the categories below.

	Needs Improvement	1	2	3	4	5	Excellent
1. Introduction		1	2	3	4	5	
▪ Got our attention							
▪ Gave a preview of presentation							
2. Preparation		1	2	3	4	5	
▪ Preparation apparent							
▪ Practice apparent							
▪ Each member prepared equally							
3. Organization		1	2	3	4	5	
▪ Project well organized?							
▪ Easy to follow?							
▪ Did the overall presentation have an introduction, a stated objective, a body with supporting material, and a definite conclusion?							
4. Creativity		1	2	3	4	5	
▪ Did the group show creative thinking in the method of development and presentation?							
▪ Did they get the audience involved in "learning" the material?							
▪ Was the content audience centered?							
5. Meeting assignment objectives		1	2	3	4	5	
▪ Did the presentation incorporate strong, effective supporting materials throughout?							
▪ Did the presenters give clear and concrete explanations and examples?							

6. Presentation style	1	2	3	4	5
<ul style="list-style-type: none"> <li>▪ Was it delivered extemporaneously? (members knew their material, used minor notes, and did not read it to us !)</li> <li>▪ Language used was appropriate and clear?</li> </ul>					
7. Delivery	1	2	3	4	5
<ul style="list-style-type: none"> <li>▪ Eye contact</li> <li>▪ Volume, vocal variety</li> <li>▪ Nonverbal body language (fidgeting, posture, gestures, etc.)</li> <li>▪ Verbal fillers (ah, um)</li> <li>▪ Did the speakers show sincerity or enthusiasm when they spoke?</li> </ul>					
8. Visual aid(s):	1	2	3	4	5
<ul style="list-style-type: none"> <li>▪ Usefulness: helped to explain, clarify, create interest, etc.</li> <li>▪ Appearance of visual aid: aids credibility, large enough, professional looking</li> <li>▪ Handling of visual: knew how to use equipment, everyone could see, didn't pass inappropriately around, etc.</li> </ul>					
9. Conclusion	1	2	3	4	5
<ul style="list-style-type: none"> <li>▪ Ended with a summary</li> <li>▪ Had finality to cap off presentation</li> </ul>					
10. Overall team cohesiveness:	1	2	3	4	5
<ul style="list-style-type: none"> <li>▪ Connected to each other</li> <li>▪ Other team members were attentive while individuals spoke</li> <li>▪ Met time requirements</li> </ul>					
11. Overall rating of project	1	2	3	4	5
<ul style="list-style-type: none"> <li>▪ Includes presentational style, content, organization, and creativity</li> </ul>					

COMMENTS: