SERVICE PRESENTATION EVALUATION

Topic ____________________________________________ Date ____________

Presenters: _______________________________________________________

Rating Scale: 1 2 3 4 5 6 7 8 9 10

Poor 2 3 4 5 6 7 8 9 10 Excellent

Key:
+  = Excellent
✓  = Satisfactory
-- = Needs work
O  = Failed to complete

Introduction:  1  2  3  4  5  6  7  8  9  10

_____ Catch the audience’s attention in the first 9 seconds.
_____ Establish credibility. Related topic to self & to audience
_____ Thesis statement was well executed. You told us what you were speaking on & why.

Service project:  1  2  3  4  5  6  7  8  9  10

_____ Service project was clearly explained
_____ Development of solution or meeting the need
_____ Implementation of the solution or meeting the need
_____ Full amount of required time spent as a group

Organization of Presentation:  1  2  3  4  5  6  7  8  9  10

_____ Interesting introduction to the group speech
_____ Included at least one statement of purpose (thesis statement)
_____ Structure within individual speeches
_____ Transitions between speeches
_____ Conclusion to the whole group speech

Quality of information:  1  2  3  4  5  6  7  8  9  10

_____ Defined unfamiliar terms
_____ Good supportive facts and examples (real, personal, and/or hypothetical)
_____ Message connected throughout the speech
_____ At least three sources verbally cited in the speech

Creativity:  1  2  3  4  5  6  7  8  9  10

_____ Visual aids, handouts, demonstration, video clips, etc., used effectively
(Please note that not all of these are necessary)
A Todd Jones
Small Group Communication Service presentation 6-05

Delivery style: 1 2 3 4 5 6 7 8 9 10

_____ Extemporaneous delivery (didn’t read)
_____ Eye contact
_____ Volume, rate, articulation
_____ Level of confidence and enthusiasm (again, reality based)

Professionalism: 1 2 3 4 5 6 7 8 9 10

_____ Dressed professionally
_____ Professional treatment of audience
_____ Correct grammar was used, “non words” were avoided
_____ Plurals were used correctly
_____ Avoided offensive language

Effectiveness of the Group: 1 2 3 4 5 6 7 8 9 10

_____ Clear demonstration of synergy (presented more as a group, not just a collection of individuals… Very important)
_____ Everyone showed an equal participation level and depth in his/her speech
_____ Attention paid to other group members’ presentation

Time Limit: 1 2 3 4 5 6 7 8 9 10

_____ Each person spoke about two to three minutes
_____ Time limit (One point off for every 30 seconds over or under)

Outline Clarity: 1 2 3 4 5 6 7 8 9 10

_____ The content and the sequence corresponded with the actual presentation
_____ All sources included in the bibliography according to APA
_____ Submitted before the presentation

Grade: ________/100

Comments: