

NAME _____

Presentation—100 points, 10 points for each section

Length/efficiency:

- a. 3-5 minutes (point deduction for each 15 seconds short or long) _____

Efficient use of visual aids and equipment—

- a. presenter has appealing/appropriate visual for the presentation—the visual clearly compliments the speaker's topic or point rather than takes away from the speaker's words; the visual is explained in the presentation sequence _____

Voice:

- a. appropriate volume (I can easily hear you in the corner), clarity, pace (presenter does not rush; the presentation is well-paced and smooth, not choppy), enthusiasm, variety of expression (smile!), and tone (don't be monotone) _____

Word choice:

- a. appropriate word choices for an academic audience (no use of "things," "ok," "good," "bad," or other vague words—choose vibrant, descriptive words) _____
- b. avoids overuse of filler words: ummm, like, you know, okay, uh, kind of, you know, etc. (one point off per filler word, up to 10 points). Presenter uses complete sentences _____

Poise:

- a. overall poise is professional—no sitting on the side of a desk, leaning on the board, etc.; speaker uses helpful (appropriate) gestures, and avoids swaying and nervous movements _____
- b. maintains eye contact: Presenter keeps head up, does not read, and speaks to whole audience; maintains audience interest _____

Information:

- a. Presentation is clearly organized. (Material is logically sequenced, related to thesis, and not repetitive. Presenter makes very clear what his or her argument is at some point within the first minute) _____
- b. Presentation shows full grasp and understanding of the material, as is evidenced through the presenter's explanations of ideas and integration of credible stats/others' voices into the presentation. The presentation shows that the topic was clearly well researched. _____
- c. Presenter is able to field questions effectively (calmly and respectfully) during Q and A _____

Audience member:

As an audience member, you are not showing disrespect to the speaker by doing other work during presentations, playing on your iPad, etc. While an audience member, you seek to recognize one aspect of the person's presentation that you believed went very well or create a question to pose to the speaker for Q and A if you are particularly drawn to one of the speaker's points. You recognize the speaker as a "mini-authority" on the topic being presented and show respect to the speaker through your questions and responses, as you would for any professional speaker in another venue. A show of genuine, caring engagement is attempted for every speaker, even if you find the topic to be as boring as rocks. For every day that you show disrespect through your actions or words, you will lose five points from your final grade.