

N.D. Communication Arts Program

Presentation Software

Evaluation Form



Title of Presentation _____

Name of Presenter(s) _____ Division _____

Age _____ Years in 4-H _____ County _____ Placing _____

Individual Team

	Things Done Well	Things That Could Be Improved
<p>Material Organization (30%)</p> <p>A. Has defined the audience for whom the presentation was prepared</p> <p>B. Can explain what the target audience should be able to do/know after hearing/seeing the presentation</p> <p>C. Understands and utilizes the basic presentation techniques</p> <ul style="list-style-type: none"> - Title - Attention getting introduction - Main points (body) - Summary <p>D. Can credit sources (cite sources at end or throughout presentation)</p> <p>E. Understands principles of graphic design, visual and multimedia uses in presentation of information</p>		
<p>Workmanship and Techniques of Project (50%)</p> <p>A. Graphic Design</p> <ul style="list-style-type: none"> - Legibility - Contrast - Continuity - Consistency, uniformity of presentation, color, transitions - Images compliment subject matter <p>B. Visual and Multimedia</p> <ul style="list-style-type: none"> - Use of media such as photos, audio, graphics, if appropriate <p>C. Timing</p> <ul style="list-style-type: none"> - Number of minutes - Use of Time 		
<p>Delivery and Presentation (20%)</p> <p>A. Vocal</p> <ul style="list-style-type: none"> - Voice - Enunciation-clarity, pronunciation - Volume - Sincerity - Conversational style - Emphasis where needed - Rate - Pitch - Grammar <p>B. Physical</p> <ul style="list-style-type: none"> - Gestures - Eye Contact - Stance, mannerisms, poise - Appropriately dressed <p>C. Overall Effectiveness</p> <ul style="list-style-type: none"> - Audience impact - Appeal - Impression <p>D. Team</p> <ul style="list-style-type: none"> - Both team members participated in the presentation (if applicable) 		