




Criteria for Evaluating the Effectiveness of a Presentation

	Content
	1. Purpose / Overview communicated clearly
	2. Organized in logical way
	3. Identified key points early in presentation
	4. Supported key points with sufficient detail
	5. Presented significant results
	6. Exhibited a thorough understanding of topic
	7. Well-planned summary / closing remarks
	Delivery
	8. Well-prepared (does not merely read paper)
	9. Confidence is apparent
	10. Direct eye contact
	11. Spoke clearly / effectively
	12. Avoided fillers such as “you know”, “like”, “uhm”
	13. Did not read entirely to audience from screen
	14. Absence of obvious nervousness (trembling voice; restless movements)
	15. Presentation was given in a way that engaged audience
	Q & A
	16. Repeated / Rephrased questions
	17. Provided general answer to question then followed w/details
	18. Addressed response to everyone
	19. Responded effectively to audience questions and comments