

Name: _____

Evaluation Tool for Presentations: Grades 9–10

I am evaluating: _____

Directions: As you listen, pay attention to the presentation skills of the speaker (or group). Place a check mark next to the skills you observe. Then, circle the score you would give the speaker (or group) for that category, with 4 being the highest score possible. Jot down short notes to provide compliments or suggestions.

	Does the speaker . . .	Notes
Ideas	<input type="checkbox"/> Present information, findings, and supporting evidence? <input type="checkbox"/> Develop his or her ideas with substance and a style appropriate to his or her purpose, audience, and task?	Score: <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0 Notes:
Organization	<input type="checkbox"/> Present a line of reasoning that listeners can follow? <input type="checkbox"/> Organize information in a way that is appropriate to the purpose, audience, and task? <input type="checkbox"/> Clearly introduce the topic of the presentation? <input type="checkbox"/> Use appropriate and varied words or phrases to create cohesion and clarify relationships between sections of the presentation and/or ideas? <input type="checkbox"/> Have a conclusion that follows from and supports the ideas presented?	Score: <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0 Notes:
Media	<input type="checkbox"/> Use digital media (e.g., textual, graphical, audio, visual, and interactive elements) strategically, to enhance listeners' understanding of his or her findings, reasoning, and evidence, and to add interest?	Score: <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0 Notes:
Delivery	<input type="checkbox"/> Speak clearly, concisely, and logically? <input type="checkbox"/> Use appropriate eye contact, adequate volume, clear pronunciation, and effective inflection? <input type="checkbox"/> Hold the audience's attention and emphasize important points? <input type="checkbox"/> Use natural gestures and movements? <input type="checkbox"/> Appear poised and confident?	Score: <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0 Notes:
Word Choice and Language	<input type="checkbox"/> Use grade-appropriate general academic and domain-specific words and phrases accurately? <input type="checkbox"/> Use parallel structure and various types of phrases to convey specific meaning and add variety and interest? <input type="checkbox"/> Make effective choices for meaning or style? <input type="checkbox"/> Use formal English and/or standard English grammar and usage when appropriate to task and situation?	Score: <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0 Notes:
Additional Comments:		Total Score: