Near East University
English Preparatory School
Presentation Evaluation Criteria and Grading

Presenter: _____   Presenter: _____

Topic: _____   Topic: _____

No	Criteria	Excellent (1)	Good (0,5)	Needs (0) improvement
A. Organisation				
1.	Talk was well-prepared			
2.	Topic clearly stated			
3.	Topic was developed in order stated in introduction			
4.	Speaker summed up main points in conclusion			
B. Content & Visual Aids				
5.	Was in control of subject matter			
6.	Everything was covered			
7.	Equipment handled with confidence			
8.	Introduced appropriately and well-timed			
9.	Were legible			
10.	Did not contain too much information			
C. Speech & Delivery				
11.	Pace was varied and not too rushed			
12.	Volume was appropriate & intonation varied			
13.	Pronunciation & articulation were appropriate			
14.	Grammar was accurate			
15.	Vocabulary was accurate			
16.	Uses a wide range of vocabulary			
17.	Looked relaxed and confident			
18.	Controlled nervous hand movements			
19.	Used appropriate body language			
20.	Established good eye contact initially throughout talk			

Comments: _____

Total Points: _____/20 pts
Grade: _____/10 pts

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D.	**Organisation**			
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9.	Were legible			
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F.	**Speech & Delivery**			
11.	Pace was varied and not too rushed			
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