

✿ UC 4-H PRESENTATION EVALUATION FORM

Impromptu Speech

Date _____					
Location	<input type="checkbox"/> Club/Unit <input type="checkbox"/> County <input type="checkbox"/> Regional <input type="checkbox"/> State <input type="checkbox"/> Other				
County	_____	Title	_____		
Member Name	_____		Age	_____	
A. Technical Requirements: Following the presentation guidelines (page 15) Total Possible: 2					
		Not met (0 Points)	Met (1 Point)	Points	
1. Length was within 2-5 minutes?		No	Yes		
2. Appearance: Appropriate attire for the occasion		Distracting	Enhancing		
B. Content: The purpose of the presentation and the information and ideas presented (page 6) Total Possible: 5					
3. Presenter demonstrated knowledge of the content	(0 pts) Lack of knowledge demonstrated	(1 pt) Partial knowledge of content demonstrated	(2 pt) Full knowledge of content demonstrated		
4. References included in the presentation	(0 pts) No references presented	(1 pt) References presented			
5. Purpose of presentation accomplished effectively	(0 pts) Purpose was not accomplished	(1 pt) Purpose was partially accomplished	(2 pts) Purpose was fully accomplished		
C. Structure: The framework that organizes the content (page 7) Total Possible: 11					
6. Introduction: An opening device; personal introduction; states purpose	(0 pts) None included	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
7. Body: Follows steps in logical order; smooth transitions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
8. Conclusion: Includes summary; leaves a memorable impression	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
9. Presentation was well-structured to help audience understand and remember ideas	(0 pts) Steps not followed in a logical order	(1 pt) Presentation structured adequately	(2 pts) Presentation was highly structured and planned		
10. Presentation held audience attention	(0 pts) Not maintained	(1 pt) Partially maintained	(2 pts) Fully maintained		
D. Mechanics of Presenting (pages 8 to 9) Total Possible: 12					
11. Verbal: Projection; tone; speech rate; vocal variety	(0 pts) Was not effective to convey content	(1 pt) Sufficient to convey content	(2 pts) Effectively used to convey content	(3 pts) Intentional and dynamic use of verbal devices to convey content	
12. Non-verbal: Facial expressions; gestures to reinforce important points	(0 pts) Was not effective to convey content	(1 pt) Sufficient to convey content	(2 pts) Effectively used to convey content	(3 pts) Intentional and dynamic use to convey content	
13. Eye contact with audience	(0 pts) No eye contact	(1 pt) Some eye contact	(2 pts) Sufficient eye contact	(3 pts) Intentional and effective use of eye contact	
14. Poise and confidence	(0 pts) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	
					(30 possible) Total Score:
No questions are asked in this presentation format.					

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COMMENTS

PLEASE PRINT NEATLY AND LEGIBLY. PLEASE WRITE COMMENTS TO THE PRESENTER.

What did I do well? What could I have done differently to make my presentation more effective?

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Evaluator Name	
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