

# 4-H Public Presentations Evaluation Form

Name: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Age (as of Jan. 1st current year): \_\_\_\_\_ Years in 4-H: \_\_\_\_\_  
 Number of Public Presentations you have done in 4-H: \_\_\_\_\_

## **SPEECH**

Presentation Level: (check one)

County  or

District

Speech Title: \_\_\_\_\_

Estimated Length of Presentation: \_\_\_\_\_ Today's Date: \_\_\_\_\_



Cornell University  
Cooperative Extension



Factors Considered in Rating	Outstanding No room for improvement	Above Expectations For Experience level	Met Expectations For Experience level	Needs Improvement	Comments
<b>1. Presenter</b>					
Appearance (appropriate & neat)					
Eye Contact					
Voice (Volume & Rate)					
Posture					
Poise					
Enthusiasm					
<b>2. Subject</b>					
Appropriate for Presentation Level					
Stimulates Audience Interest					
Appropriate Understanding of Subject					
One Main Theme, Logically Organized					
Content: Documented & Researched					
<b>3. Delivery</b>					
Introduction					
Gestures					
Conveys Tone/Mood (Inflection)					
Smoothness/Flow					
Articulation					
Appropriate Length					
Gets Point Across					
Proper Use of Presentational Aids					
Conclusion					

**(FOR STAFF USE ONLY) FINAL RATING:**

**EXCELLENT**

**GOOD**

**FAIR**

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

# 4-H Public Presentations Evaluation Form

## SPEECH

### Glossary of Factors:

**Outstanding:** Exceptional, needs little improvement.

**Above Expectations:** Very good/above expectations for age and experience level.

**Met Expectations:** Met expectations for age and experience level.

**Needs Improvement:** Needs work, can be improved upon (something may have been omitted).

#### 1. **Presenter:**

- **Appearance** - Neat, well groomed and properly dressed for the topic and type of presentation.
- **Voice (Volume & Rate)** - Clear, strong, distinct pronunciation and reasonably strong projection.
- **Posture** - The presenter does not slouch or fidget; stands and moves in a manner appropriate to the type of presentation. (Presenters who are physically challenged should be evaluated accordingly).
- **Eye Contact** - An association with the audience by looking at members of the audience during the presentation. (Should become more refined with age and experience).
- **Poise** - A relaxed manner that displays confidence.
- **Enthusiasm (Tone & Inflection)** - The presenter projects an excitement about the topic that serves to stimulate the audience's interest.

#### 2. **Subject:**

- **Appropriate for Presentation Level**-The topic is challenging but within the capability of the presenter.
- **Stimulates Audience Interest**-The topic would be expected to attract attention from people like those in the audience without factoring in the effectiveness of the delivery.
- **Appropriate Understanding of Subject**-The presenter gives evidence that the information is understood, not “parroted,” by adequate response to questions and through the way information is used throughout the presentation. In a creative communication presentation, the manner of interpretation shows that the presenter understands and feels the meaning and significance of the creative piece.
- **One Main Theme, Logically Organized**-Information given pertains directly to the topic and is presented in a logical order that is easy to understand.
- **Content: Documented & Researched**-The content is well thought out, researched and factual; the presenter identifies sources. In persuasive speeches, sources of conflicting opinion should also be cited.

#### 3. **Delivery:**

- **Introduction** - Opening remarks creatively stimulate interest in the topic. (i.e.: begin with a quote, question, surprising fact or joke; explain why the topic is important to the presenter and/or the audience; describe its dramatic and/or historical significance, etc.). A personal introduction should be incorporated into this format.
- **Gestures** - Hand and body movements are appropriate to the content.
- **Conveys Tone/Mood (inflection)**-The language, facial expressions, tone of voice, inflection, etc. convey an emotional character or attitude that is in keeping with the nature of the topic and it's main message.
- **Smoothness/Flow**-Pace and pauses are used appropriately to add emphasis, convey mood, or enable the audience to process information before moving on.
- **Articulation**-Words are pronounced clearly and appropriately. (Consider level of difficulty and age.)
- **Appropriate Length** - A sufficient amount of time is used to effectively deliver the message without rambling on needlessly or attempting to “squeeze” in too much information. *The length of the presentation MUST fall within the required county or District time limits.*
- **Gets Point Across**-Information is presented in an effective, clear manner. The audience clearly understands the purpose and intent of the presentation.
- **Proper Use of Note Cards / Presentational Aids** - If needed, note cards or other inconspicuous visual cues may be used for quick reference only. Amount of dependence on cue cards, considering age, experience, and level of difficulty.
- **Conclusion** - A concise review of the main points of the presentation. It should not include new material nor be a complete repeat of the presentation.