

**Niagara County 4-H Public Presentation
Demonstration/Illustrated Talk Evaluation Guidelines**

Presenter Name: _____

Text in RED pertain to digital presentations

DELIVERY	1	2	3	4	5
Introduction of topic	Lacks opening statement, no connection with audience	Brief or inadequate introduction of topic or self	General introductory statement; stimulates interest in subject; personal intro concise and complete	Grabs audiences attention and interest; creative approach to introduce topic and self	Outstanding opening remarks, clear, and concise introduction; smooth transition into presentation
Proper equipment/visual aids	Illegible or ineffective visual aids or used inappropriately; Someone else completely sets up computer and projector	Poor use of aids, equipment; poorly organized or difficult to see; too distracting. Has some assistance setting up computer and projector.	Uses aids appropriately; neat, concise, legible and effective; contribute to presentation; Correct use of appropriate equipment; Sets up and operates computer and projector without assistance	Aids enhance presentation; well done and attractive; quality posters; Equipment used skillfully and effectively	Excellent use of aids; exceptional work in development of aids; Clear and artistic posters/slides
Efficient organization (of equipment/material)	No organization or logical arrangement of materials; messy or cluttered; Screen completely blocked	Some disorganization or fumbling, illogical arrangement, gaps; Screen partially blocked	Equipment, materials logically arranged and used; work area kept neat, visible to audience; Stands so screen is visible to audience most of the time	Excellent arrangement; smooth use of posters/slides, and aids; logical sequence and effective use of equipment. Stands so screen is visible to audience all of the time	Outstanding organization, excellent movement through materials, no gaps; Use of slides enhances presentation's organization
Proper use of notes or visual clues	No notes used when clearly needed; or totally relying on notes/visual cues or slides	Reads notes, screen or slides ; has need for more cues	Good use of notes; uses screen or slides as quick reference; smooth transitions; notes don't interfere with flow.	Little need or use of notes or when referenced are used smoothly and effectively	Outstanding memorization or flawless use of notes and cues
Grammar Vocabulary	Poor grammar; incorrect terminology; mispronunciations	Some errors; confusing vocabulary; unclear meaning Lots of "ums"	Proper grammar; good vocabulary; no errors; clear meanings; Some spacers (ums and uhs) used	Clear and concise vocabulary; excellent clarity of meaning; No spacers (ums, etc.)	Advanced word choice; clever or witty vocabulary; All chosen words used correctly; No spacers
Appropriate Length	Consider the subject matter: Does the presentation adequately cover the topic in the time allotted? Could this presentation have used more or less time? Scoring 1 - 4 based proportionately on effective use of time				Presenter uses adequate amount of time in proportion to subject matter; Not to exceed 15 minutes

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Gets point across	Audience gets no clear understanding of presentation; lots of rambling or confusion.	Some rambling or filler or squeezing in too much information	Information presented in a concise, effective manner. Clear understanding of presentation	Excellent conveying of material; enhancing information and effective examples	Outstanding and clear presentation of material; Keeps audience engaged.
Summary	No summary or closure	Minimal summary or new material introduced	Main points concisely reviewed; feeling of closure conveyed	Main points reemphasized; No new information; Nice closure	Clear, concise summary; logical closure; main theme, points and statement of purpose reemphasized in brief manner

SUBJECT	1	2	3	4	5
Appropriate for age and experience	Obviously too complex or extremely simple for age	Simple topic fails to challenge; presenter unable to handle complexities	Topic well suited for age and level of experience; neither too difficult or too easy	A more complex topic that challenged presenter and was handled capably	A challenging subject that was handled with extreme skill and superb execution
Understanding of subject	Presenter shows little understanding	Shows some areas of misunderstanding or confusion	Clear evidence of understanding through use of information and handling questions	Exhibits excellent grasp of information during presentation and questioning	Superior grasp of information and ease of explaining; superb response to questions
Correct, up to date information; sources given	Incorrect information; no sources cited	Questionable information; sources unclear	Facts or information based on reliable sources which are cited by presenter; adequate references.	Full of facts backed up by reference to sources clearly defined by presenter	More than two references that clearly backup information conveyed; sources clearly referenced; webpages sites correctly documented
One main theme; logical steps	No logical sequence; random jumping around; irrelevant information	Some areas of disorder and confusion	Info pertains directly to topic; logical order; easy to understand	Interesting or creative organization of information Order enhances presentation	Excellent organization and progression of information; Creative, deliberate progression

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Appearance	Not applicable	Usually not given	Usually not given ~ consider if shoes are untied, etc.	Well groomed; neat, clean, appropriate attire for public speaking. START HERE instead of 3 (socio-economic allowances for all 4-Hers)	Extra thought and effort given to appearance; dressed to coincide with topic of presentation; color coordinated; Went above and beyond general expectations
Eye contact	Does NOT establish eye contact	Seldom made eye contact; occasional eye contact	Established eye contact with one or two people in the audience; may gaze over the tops of the audience's heads	Established eye contact with entire audience; moved head to include more than one or two people	Excellent use of eye contact; Established and maintained eye contact with entire audience throughout presentation.
Voice volume & rate	Voice too soft, barely audible; rate too fast or too slow	Voice not clear; inconsistent rate; voice drops off	Voice clear, projects well; generally consistent rate; voice stays audible ~ does not drop off	Voice clear, distinct; projects well with appropriate volume and rate.	Voice very clear, distinct; projects and modulates tone to enhance specific points.
Posture	Slouching posture and/or leans consistently on table	Slouches, leans, or is too stiff; Stands on one foot etc.	Stands straight and erect; communicates confidence. Does not use table for support	Stands erect; professional demeanor, appropriate & effective movement	Confident, upright, relaxed; movement enhances presentation
Poise	Appears nervous; Extremely uneasy; Distractive fidgeting mannerisms	Appears somewhat uneasy or nervous; Some fidgeting mannerisms	Appears generally calm and relaxed in front of audience; no fidgeting	Appears calm, relaxed; conveys confidence and is comfortable in front of audience.	Appears calm, relaxed, personable; Engages audience with confident demeanor; very comfortable

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Enthusiasm inflection	Conveys boredom; lacks spark of enthusiasm	Some enthusiasm shown; needs much more	Presenter conveys personal interest and enthusiasm for presentation	Clear enthusiasm shown throughout presentation as shown in attitude and inflection	Infectious enthusiasm displayed and felt throughout presentation as displayed in attitude and inflection
Fielded questions adequately	Unable to respond in any way to questions	Hesitant, unsure of answer; Lacks confidence in knowledge	Responds accordingly to question; Could respond with "I don't know"	Repeats the question; answers correctly. A response of "I don't know but will attempt to find out" is preferable	Repeats question; gives clear, accurate response; may use many responses if more than one question is asked; May show desire to seek out unknown answers or give possible sources

