

PRESENTATION EVALUATION SHEET

NAME _____ ADDRESS _____

AGE _____ (as of Jan. 1) YEARS IN 4-H _____ TOTAL YRS. OF PRESENTATIONS (including this yr.) _____

CLUB _____ LEADER _____

TITLE OF PRESENTATION _____ SUBJECT MATTER _____

1) INDIVIDUAL		
a) Appearance-neat, well groomed, good posture	(5)	
b) Voice - pleasing, clear, distinct, correct English	(5)	
c) Shows poise and enthusiasm	(5)	
POSSIBLE POINTS	(15)	
2) PRESENTATION		
a) Knows how to set up all needed equipment •computer •projector •mouse •overhead •presenter required little assistance for set-up	(5)	
b) Speaks to audience; not screen or computer, good eye contact, stands so screen is visible to audience	(5)	
c) Elaborates on presented information •does not read totally from screen	(5)	
d) Introduction - attention getting , states purpose Summary-interesting, short, but complete	(15)	
POSSIBLE POINTS	(30)	
3) SUBJECT MATTER		
a) Well organized, age/experience appropriate	(15)	
b) Source of information	(5)	
c) Questions-answered adequately	(5)	
POSSIBLE POINTS	(25)	
4) POWER POINT CONTENT		
a) Text: Fonts, sizes, styles, colors: •headings legible size •body text - alternate size •upper and lowercase letters used • text can be seen throughout the room • language simple and direct	(10)	
b) Slides: • one major point or series of related points on each slide • background color/theme non-distracting • high contrast colors used to highlight key points • slide well organized, not cluttered	(5)	
c) Graphics: • Appropriate number of graphics on each slide • Visuals, graphics and animations used as a complement to the slide, not a distraction	(5)	
POSSIBLE POINTS	(20)	
SUB TOTAL POINTS	(90)	
OVERALL IMPRESSION	(10)	

Points: 90 – 100 = EXCELLENT (Blue Ribbon)
80 – 89 = GOOD (Red Ribbon)
0 – 79 = WORTHY (White Ribbon)

TOTAL _____

