

✿ UC 4-H PRESENTATION EVALUATION FORM

Educational Display Talk

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		
Member Name		Age		
A. Technical Requirements: Following the presentation guidelines (page 15)			Total Possible: 3	
		Not met (0 Points)	Met (1 Point)	Points
1. Minimum number of posters (1)?		No	Yes	
2. Length was within 3-15 minutes?		No	Yes	
3. 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: 8				
4. Content was appropriate for the presenter's ability	(0 pts) Too basic for ability	(0 pts) Too advanced for ability	(1pt) Within acceptable margins for ability	
5. 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
6. References included in the presentation	(0 pts) No references presented		(1 pt) References presented	
7. Response to questions	(0 pts) Not able to answer questions		(1 pt) Able to partially answer questions	(2 pts) Able to fully answer questions
8. 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				
9. 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
10. Body: Intended audience, ideas audience is to learn, where the display is to be used	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects
11. Conclusion	(0 pts) No		(1 pt) Yes	
12. 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	
13. Presentation held audience attention	(0 pts) Not maintained	(1 pt) Partially maintained	(2 pts) Fully maintained	

✿ UC 4-H PRESENTATION EVALUATION FORM

D. Mechanics of Presenting (pages 8 to 9) Total Possible: 15					
14. 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	
15. 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	
16. 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	
17. Poise and confidence	(0 pts) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	
18. Work area and visual aids (Posters/slides)	(0 pts) Distracting and disorganized	(1 pt) Helpful to convey content	(2 pts) Effectively used to convey content	(3 pts) Intentional, well-organized work area; clear, effective visual aids	
(37 possible) Total Score:					

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?	
Evaluator Name	

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>). Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.