

Student Name: _____

Date of Presentation: _____

GRADUATION PROJECT ORAL PRESENTATION EVALUATION FORM

CIRCLE ONE

- | | | |
|--|-----|----|
| 1. An acceptable visual aid was available for the presentation
(if the visual aid is a power point, a copy should be given to evaluators) | YES | NO |
| 2. The presentation was between 10 – 15 minutes in length | YES | NO |
| 3. Portfolio available for the review panel with all required documents | YES | NO |

If the answer to any of the above questions is no, the overall presentation is unacceptable and the student did not meet the minimum requirement for completion of the graduation project.

	Unacceptable		Meets Expectations		Exceeds Expectations
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CONTENT

- | | | | | | |
|---|---|---|---|---|---|
| • Contained an introduction | 1 | 2 | 3 | 4 | 5 |
| • Communicated importance | 1 | 2 | 3 | 4 | 5 |
| • Used precise, accurate vocabulary | 1 | 2 | 3 | 4 | 5 |
| • Explained supporting information/data | 1 | 2 | 3 | 4 | 5 |
| • Contained a conclusion | 1 | 2 | 3 | 4 | 5 |

EFFECTIVE SPEAKING

- | | | | | | |
|---|---|---|---|---|---|
| • The student was appropriately dressed for a professional presentation | 1 | 2 | 3 | 4 | 5 |
| • Maintained constant eye contact (does the student utilize prompts from a power point/index cards or read directly from a written paper) | 1 | 2 | 3 | 4 | 5 |
| • Enunciated clearly and uses proper pronunciation | 1 | 2 | 3 | 4 | 5 |
| • Avoided words such as: “um, uh, like”
(professional sounding) | 1 | 2 | 3 | 4 | 5 |
| • Used appropriate body language
(does not lean on a podium or fidget while standing) | 1 | 2 | 3 | 4 | 5 |
| • Varied tone, volume, and speed to enhance presentation (not monotone, shows enthusiasm) | 1 | 2 | 3 | 4 | 5 |

ORGANIZATION

- | | | | | | |
|---|---|---|---|---|---|
| • Presentation flowed in a logical sequence | 1 | 2 | 3 | 4 | 5 |
| • Clearly focused around a controlling idea or thesis | 1 | 2 | 3 | 4 | 5 |
| • Effectively used/explained visual aid. References were noted THROUGHOUT (for power points ~ were the slides “busy”, could you read/see the writing) | 1 | 2 | 3 | 4 | 5 |
| • Effectively answered questions | 1 | 2 | 3 | 4 | 5 |

Total = _____

Less than 45 ~ Unacceptable

45 – 60 ~ Meets Expectations

Above 60 ~ Exceeds Expectations

Any student scoring less than 45 points on a presentation or failing to meet the minimum requirement for a visual aid and length of presentation did NOT meet the minimum requirement for completion of a graduation project.

Arrangements must be made with your mentor to complete the project. All students in Pennsylvania must meet the minimum requirement of the graduation project to receive a high school diploma.