

**Department of Mathematics
Oral Presentation Evaluation**

Date: _____

I. General questions to oral presentation.

	Exceed	Meet	Below
Is the presentation time kept within allowed limit?			
Does the speaker have good poise?			
Has he/she overcome nervousness?			
Is any pointer used?			
Is the pointer used effectively?			

II. Voice and visual aid.

	Exceed	Meet	Below
Is the speaker's voice loud enough?			
Does the speaker often have his/her eyes on the audience?			
Has the speaker avoided constant reading from the transparencies?			
Is the font size appropriate?			
Does he/ she include Introduction and Summary/Conclusion?			

III. Presentation.

	Exceed	Meet	Below
Are the visual aids well prepared?			
Do the visual aids contain many spelling errors?			
Is the presentation clearly delivered?			
Are the explanations of individual topics detailed enough?			
Is the talk well organized?			
Does the talk effectively cover the intended topics?			
Has the speaker successfully achieved the intended goal?			
Does the speaker answer the questions effectively?			