Evaluation Forms

Evaluation forms help evaluators assess how well a presentation is performed and not whether specific rules are satisfied. While an evaluation form may appear generic, it measures the core skills that can be shown in each presentation format.

Tip: Use Forms for Practice

You should use the evaluation forms with volunteers, teen leaders, and other adults to develop your presentation skills before entering a county, regional, or state 4-H presentation event. The forms work equally well for practice and evaluation of performances. Since the skills being evaluated are the same in practice and evaluations, your practice can be focused on what's important to a good presentation.

At the practice, you and your "audience" should each fill out an evaluation form. Once completed, compare the results and work to improve your presentation skills. If you have a video camera available, you can film your presentation for evaluation with the completed evaluation form. If a video camera is not available, try using a mirror to assist in evaluating your performance.

Practice with these evaluation forms because they are the same evaluation forms used when you are competing at presentation events. Compare completed evaluation forms with evaluation forms from previous presentations. Determine how you have improved since your last performance.

How the Forms Work

A good presentation performs well in all skill categories. Each major skill for the presentation format is listed in the left-hand column of the evaluation form. You earn points for each skill based on your performance of that skill. To find the overall quality of the presentation, total the skill scores and then compare with the scoring chart.

The presentation earns the award that matches the overall quality of the presentation. Performing very well in a single category does little to raise the overall presentation performance. All presentations can be improved. Even if you think you have done your best, try to do even better. Even the best presentations have room for improvement.

After you complete each presentation event, keep practicing to maintain your skills and performance quality. Performing at a high level in one presentation event does not mean that you will automatically perform at the same skill quality level at the next presentation event.

The UC 4-H Presentation Manual (2020) is the consistent and standard guide for all UC 4-H presentations and shall be used for all county, regional, and state UC 4-H presentation events.

❀ UC 4-H PRESENTATION EVALUATION FORM
Demonstration / Illustrated Talk

Date	
Location	☐ Club/Unit ☐ County ☐ Regional ☐ State ☐ Other

County		Title	
Member Name		Age	
Member Name		Age	
Member Name		Age	

A. Technical Requirements: Following the presentation guidelines (page 15)   Total Possible: 4

	Not met (0 Points)	Met (1 Point)	Points
1. Minimum number of posters (3)?	No	Yes	
2. Length was within 3-15 minutes?	No	Yes	
3. Presentation memorized (Notes were not used)?	No	Yes	
4. 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: 10

					Points
5. 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		
6. 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	
7. Presenter effectively utilized posters or slides to support information	(0 pts) Posters/slides not effectively utilized		(1 pt) Posters/slides sufficiently utilized	(2 pts) Posters/slides effectively utilized	
8. References included in the presentation (written or verbal)	(0 pts) No references presented		(1 pt) References presented		
9. Presenter response to questions	(0 pts) Not able to answer questions		(1 pt) Able to partially answer questions	(2 pts) Able to fully answer questions	
10. 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: 12

					Points
11. 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	
12. Body: Follows steps in logical orders and includes smooth transitions	(0 pts) None included	(1 pt) Included one aspect	(2 pts) Included both aspects		
13. Conclusion: Includes summary, leaves a memorable impression and asks for questions	(0 pts) None included	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
14. Presentation was well-structured (organized) to help audience understand and remember ideas	(0 pts) Steps not followed in a logical order	(1 pt) Presentation was structured adequately	(2 pts) Presentation was highly structured and planned		
15. 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					
16. 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	
17. 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	
18. 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	
19. Poise and confidence	(0 pts) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	
20. 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; effective visual aids	
				(41 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

Revised January 28, 2021

✤ UC 4-H PRESENTATION EVALUATION FORM
Science or Engineering Presentation

Date	

Location	☐ Club/Unit ☐ County ☐ Regional ☐ State ☐ Other		
County		Title	
Member Name		Age	
Member Name		Age	
Member Name		Age	

A. Technical Requirements: Following the presentation guidelines (page 15)   Total Possible: 4

	Not met (0 Points)	Met (1 Point)	Points
1. Minimum number of posters (5)?	No	Yes	
2. Length was within 3-15 minutes?	No	Yes	
3. Presentation memorized (Notes were not used)?	No	Yes	
4. 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: 10

5. 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		
6. 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	
7. Presenter demonstrated skill with the equipment and materials	(0 pts) Lack of skill demonstrated		(1 pt) Partial skill demonstrated	(2 pts) Full skill demonstrated	
8. References included in the presentation (written or verbal)	(0 pts) No references presented		(1 pt) References presented		
9. Response to questions	(0 pts) Not able to answer questions		(1 pt) Able to partially answer questions	(2 pts) Able to fully answer questions	
10. 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: 12

11. 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	
12. Background: Outline purpose and/or problem statement	(0 pts) No	(1 pt) Yes			
13. Methods: Description of steps taken and/or design plans	(0 pts) No	(1 pt) Yes			
14. Results: Provides data or device	(0 pts) No	(1 pt) Yes			
15. Discussion: Includes summary and asks for questions	(0 pts) None included	(1 pt) Included one aspect	(2 pts) Included both aspects		
16. Presentation was well-structured (organized) to help audience understand and remember ideas	(0 pts) Steps not followed in a logical order	(1 pt) Presentation was structured adequately	(2 pts) Presentation was highly structured and planned		
17. 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					
18. 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	
19. 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	
20. 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	
21. Poise and confidence	(0 pts) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	
22. 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	
				(41 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

Revised January 28, 2021

❅ UC 4-H PRESENTATION EVALUATION FORM
Educational Display Talk

Date	

Location	☐ Club/Unit ☐ County ☐ Regional ☐ State ☐ 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	

Revised January 28, 2021

❀ UC 4-H PRESENTATION EVALUATION FORM
Informative Prepared Speech

Date	

Location	☐ Club/Unit ☐ County ☐ Regional ☐ State ☐ Other

County		Title	
Member Name		Age	
Member Name		Age	
Member Name		Age	

A. Technical Requirements: Following the presentation guidelines (page 15) Total Possible: 2

	Not met (0 Points)	Met (1 Point)	Points
1. Length was within 2-10 minutes?	No	Yes	
2. 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

					Points
3. 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		
4. 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	
5. References included in the presentation	(0 pts) No references presented		(1 pt) References presented		
6. Response to questions	(0 pts) Not able to answer questions		(1 pt) Able to partially answer questions	(2 pts) Able to fully answer questions	
7. 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: 15

					Points
8. 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	
9. Body: Follows steps in logical order; smooth transitions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
10. Conclusion: Includes summary; asks for questions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
11. 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		
12. Theme/Thesis was clear, and speech was informative in nature	(0 pts) Theme was unclear and speech was uninformative	(1 pt) Theme was clear and information was sufficiently presented to inform the audience	(2 pts) Theme was clear and information was effectively presented to inform audience		
13. Information was discussed in an intelligent and original manner	(0 pts) Information was inadequately discussed	(1 pt) Information was sufficiently discussed	(2 pts) Information was intentionally and effectively discussed in a highly intelligent and original manner		
14. 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: 12					
15. 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	
16. 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	
17. 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	
18. Poise and confidence	(0 pts) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	
				(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

✤ UC 4-H PRESENTATION EVALUATION FORM
Persuasive Prepared Speech

Date				
Location	☐ Club/Unit ☐ County ☐ Regional ☐ State ☐ Other			
County		Title		
Member Name		Age		

A. Technical Requirements: Following the presentation guidelines (page 15)   Total Possible: 2

	Not met (0 Points)	Met (1 Point)	Points
1. Length was within 3-15 minutes?	No	Yes	
2. 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

3. 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		
4. 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	
5. References included in the presentation	(0 pts) No references presented		(1 pt) References presented		
6. Response to questions	(0 pts) Not able to answer questions		(1 pt) Able to partially answer questions	(2 pts) Able to fully answer questions	
7. 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: 15

8. 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	
9. Body: Follows steps in logical order; smooth transitions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
10. Conclusion: Includes summary; asks for questions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
11. 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		
12. Presentation was persuasive in nature and aimed to sway, convince, and influence	(0 pts) Presentation was not persuasive	(1 pt) Sufficient information was presented to sway, convince, and influence	(2 pts) Information was effectively presented to sway convince and influence		
13. Both sides of the argument were presented	(0 pts) Both sides of the argument were not presented	(1 pt) Both sides of the argument were sufficiently presented	(2 pts) Both sides of the argument were effectively presented in a fair and convincing way		
14. 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: 12					
15. 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	
16. 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	
17. 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	
18. Poise and confidence	(0 pts) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	
				(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

❀ UC 4-H PRESENTATION EVALUATION FORM
Impromptu Speech

Date	
Location	☐ Club/Unit ☐ County ☐ Regional ☐ State ☐ Other

County		Title	
Member Name		Age	

A. Technical Requirements: Following the presentation guidelines (page 15)   Total Possible: 2

	Not met (0 Points)	Met (1 Point)	Points
1. Length was within 2-5 minutes?	No	Yes	
2. 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: 5

3. 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	
4. References included in the presentation	(0 pts) No references presented	(1 pt) References presented		
5. 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

6. 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	
7. Body: Follows steps in logical order; smooth transitions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
8. Conclusion: Includes summary; leaves a memorable impression	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
9. 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		
10. Presentation held audience attention	(0 pts) Not maintained	(1 pt) Partially maintained	(2 pts) Fully maintained		

D. Mechanics of Presenting (pages 8 to 9) Total Possible: 12

11. 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	
12. 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	
13. 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	
14. Poise and confidence	(0 pts) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	

(30 possible) **Total Score:**

No questions are asked in this presentation format.

✿ UC 4-H PRESENTATION EVALUATION FORM
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	

❀ UC 4-H PRESENTATION EVALUATION FORM
Interpretive Reading

Date	
Location	☐ Club/Unit ☐ County ☐ Regional ☐ State ☐ Other

County		Title	
Member Name		Age	

A. Technical Requirements: Following the presentation guidelines (page 15)   Total Possible: 3

	Not met (0 Points)	Met (1 Point)	Points
1. Length was within 10 minutes?	No	Yes	
2. Reading Material used?	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: 3

4. Content (intro & conclusion analysis) was appropriate for the presenter's ability	(0 pts) Too basic for ability	(0 pts) Too advanced for ability	(1 pt) Within acceptable margins for ability		
5. Response to questions	(0 pts) Not able to answer questions		(1 pt) Able to partially answer questions	(2 pts) Able to fully answer questions	

C. Structure: The framework that organizes the content (page 7) Total Possible: 12

6. Introduction: An opening device; personal introduction; and demonstrated knowledge about the reading selection by describing the title, author, characters, and purpose or setting of the writing	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
7. Body: Selected reading was well selected/edited; smooth transitions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects		
8. Conclusion: Includes summary; leaves a memorable impression; asks for questions	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
9. 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		
10. Presentation held audience attention	(0 pts) Not maintained	(1 pt) Partially maintained	(2 pts) Fully maintained		

D. Mechanics of Presenting (pages 8 to 9) Total Possible: 12

11. 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	
12. 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	
13. 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	
14. Poise and confidence	(0 pts) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	

❀ UC 4-H PRESENTATION EVALUATION FORM

(30 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

❀ UC 4-H PRESENTATION EVALUATION FORM
Share the 4-H Fun Skit

Date	

Location	☐ Club/Unit ☐ County ☐ Regional ☐ State ☐ Other

County		Title	
Member Name		Age	

Additional Names	

A. Technical Requirements: Following the presentation guidelines (page 15)   Total Possible: 2

	Not met (0 Points)	Met (1 Point)	Points
1. Length was within 15 minutes?	No	Yes	
2. 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: 5

3. Content was appropriate for the presenters' abilities	(0 pts) Too basic for abilities	(0 pts) Too advanced for abilities	(1 pt) Within acceptable margins for ability	
4. Presenters were prepared	(0 pts) No		(1 pt) Partially	(2 pts) Fully	
5. Content was based around 4-H	(0 pts) No		(1 pt) Partially	(2 pts) Fully	

C. Structure: The framework that organizes the content (page 7) Total Possible: 8

6. Introduction: Opening device; personal introduction; states purpose	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
7. Conclusion: Clear ending	(0 pts) No	(1 pt) Yes			
8. 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		
9. Presentation held audience attention	(0 pts) Not maintained	(1 pt) Partially maintained	(2 pts) Fully maintained		

D. Mechanics of Presenting (pages 8 to 9) Total Possible: 12

10. 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	
11. 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	
12. 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	
13. Poise and confidence	(0 pts) Not displayed	(1 pt) Somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	

(27 possible) **Total Score:**

No questions are asked in this presentation format.

✤ UC 4-H PRESENTATION EVALUATION FORM
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	

❈ UC 4-H PRESENTATION EVALUATION FORM
Cultural Arts

Date	
Location	☐ Club/Unit ☐ County ☐ Regional ☐ State ☐ Other

County		Title	
Member Name		Age	

Additional Names	

A. Technical Requirements: Following the presentation guidelines (page 15) Total Possible: 2

	Not met (0 Points)	Met (1 Point)	Points
1. Length was within 15 minutes?	No	Yes	
2. 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: 5

3. Content was appropriate for the presenters' abilities	(0 pts) Too basic for abilities	(0 pts) Too advanced for abilities	(1 pt) Within acceptable margins for ability	
4. Presenter demonstrated knowledge of content	(0 pts) Lack of knowledge demonstrated		(1 pt) Partial knowledge of content demonstrated	(2 pts) Full knowledge of content demonstrated	
5. Purpose of cultural arts 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: 8

6. Introduction: Opening device; personal introduction; states purpose	(0 pts) No	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
7. Conclusion: Clear ending	(0 pts) No	(1 pt) Yes			
8. 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		
9. Presentation held audience attention	(0 pts) Not maintained	(1 pt) Partially maintained	(2 pts) Fully maintained		

D. Mechanics of Presenting (pages 8 to 9) Total Possible: 12

10. 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	
11. 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	
12. 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	
13. Poise and confidence	(0 pts) Not displayed	(1 pt) Poise and confidence somewhat displayed	(2 pts) Sufficiently displayed	(3 pts) Effectively displayed	

(27 possible) **Total Score:**	

No questions are asked in this presentation format.

✤ UC 4-H PRESENTATION EVALUATION FORM
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

Revised January 28, 2021

UC 4-H PRESENTATION MANUAL SCORING KEY

The keys below outlines points needed for each presentation type to earn various seals at county, regional, and state presentation events. For tabulation, averages are rounded to the nearest whole number (1-4 down, 5-9 up).

Demonstration/Illustrated Talk, Science or Engineering Presentation

41	County		Regional		State		County	Regional	State
	Min	Max	Min	Max	Min	Max	Min. Percentage (rounded up)		
Platinum					41	41			100%
Gold	34	41	36	41	37	40	83%	87%	90%
Blue	30	33	32	35	33	36	73%	77%	80%
Red	26	29	27	31	29	32	63%	67%	70%
White	0	25	0	26	0	28	0%	0%	0%

Persuasive and Informative Prepared Speeches, Educational Display Talk

37	County		Regional		State		County	Regional	State
	Min	Max	Min	Max	Min	Max	Min. Percentage (rounded up)		
Platinum					37	37			100%
Gold	31	37	32	37	33	36	83%	87%	90%
Blue	27	30	28	31	30	32	73%	77%	80%
Red	23	26	25	27	26	29	63%	67%	70%
White	0	22	0	24	0	25	0%	0%	0%

Impromptu Speech, Interpretive Reading

30	County		Regional		State		County	Regional	State
	Min	Max	Min	Max	Min	Max	Min. Percentage (rounded up)		
Platinum					30	30			100%
Gold	25	30	26	30	27	29	83%	87%	90%
Blue	22	24	23	25	24	26	73%	77%	80%
Red	19	21	20	22	21	23	63%	67%	70%
White	0	18	0	19	0	20	0%	0%	0%

Share the 4-H Fun Skit, Cultural Arts

27	County		Regional		State		County	Regional	State
	Min	Max	Min	Max	Min	Max	Min. Percentage (rounded up)		
Platinum					27	27			100%
Gold	22	27	23	27	24	26	83%	87%	90%
Blue	20	21	21	22	22	23	73%	77%	80%
Red	17	19	18	20	19	21	63%	67%	70%
White	0	16	0	17	0	18	0%	0%	0%

4-H Interview Evaluation

Date: _____

Member Name: _____ Age:_____ Grade:_____

County: _____Position:_____

	Level 1 (1 point)	Level 2 (2 points)	Level 3 (3 points)	Level 4 (4 points)	Points
Interview Answers	More practice needed to answer questions.	Questions answered or handled well when unable to provide answers.	Skillful answers to questions and related them well to the position.	Answers are used to exemplify skills beyond the questions, résumé and cover letter.	
Position Knowledge and Coverage	Not enough information is presented to judge speaker's knowledge.	Adequate knowledge of position is demonstrated.	In-depth knowledge of position is demonstrated.	Full position knowledge (more than required).	
Organization	Answers to questions are unorganized.	Answers to questions follow a logical progression.	Answers to questions show skill and creativity in organization.	Answers to questions show a strong structure and structure enhances effect of answer.	
Voice	Volume, pronunciation or vocal variation needs improvement.	Voice and language are adequate for the interview.	Voice and language are skillful and effective.	Volume, tone, timing, inflection, and language are used to enhance the interview.	
Manner and Appearance	Appearance, body language or gestures need improvement.	Appearance and mannerisms are appropriate.	Appearance and mannerisms are presented with business like conduct and style.	Appearance and mannerisms are presented with a professional demeanor and personal style.	
Cover letter	Cover letter is missing or unclear.	Cover letter is clear and organized.	Cover letter is well organized and effective. Tailored to position.	Cover letter is creative, organized and contributes to a professional presentation.	
Résumé	Résumé is missing or unclear.	Résumé is clear and organized.	Résumé is well organized and effective. Tailored to position.	Résumé is creative, organized and contributes to a professional presentation.	
Total Points _____					

Point Breakdown: Gold: 24-28   Blue: 18-23   Red: 11-17   White: <11

Judge's Name:_____County:_____

Judge's Signature:_____

Comments:

Primary Member
4-H Presentation Critique
K through 3rd Grade

County _____

Club _____

Individual _____   Team _____
(2 or more)

Title of Presentation _____

Name of Member_____ Age _____ Grade ____
(as of Jan. 1 of current year)

Name of Member_____ Age _____ Grade ____
(as of Jan. 1 of current year)

Comments

	Comments
1. **Subject** Useful and interesting Accurate information Related to 4-H member(s) project or activity	
2. **Introduction** Arouses interest Tells purpose	
3. **Organization of Materials - "What"** Shows planning Follows logical order Steps are clear Visuals clear and easy to read.	
4. **Presentation - "How"** Shows practice and knowledge with: subject, equipment, material Friendly and personable Neat and clean Voice(s) can be heard	

(over)

Comments

5.	**Team** Members work well together Responsibilities and speaking are shared.	
6.	**Closing and Audience Response** Main points reviewed A finished product or completed process is shown. Questions answered adequately Audience's interest maintained	

Additional Comments

Time _____   Award _____

4-H Extemporaneous Speech Checklist

Name _____   County _____

Age as of January 1 of current year _____   Grade in School _____

Club _____   Title of Talk _____

Senior = Grade 9 and above

Check in narrow space	Excellent	Good	Fair
INTRODUCTION Arouses Interest Attention getter - quote, story joke, question, fact States purpose of speech			
BODY Shows knowledge of subject Organizes information into two or more main points Supports main points with sufficient information			
CONCLUSION Summarizes main points Accomplishes stated purpose Concluding statement			
DELIVERY Clear, distinct voice -- heard by audience Sincere, friendly, confident manner Eye contact with audience Suitable, natural gestures & mannerisms			
GENERAL EFFECTIVENESS Maintains audience's interest Stays within time limit			

Time _____

Award _____

4-H IMPROMPTU SPEECH CHECKLIST

Name _____ County _____

Age (as of Jan. 1 of current yr.) _____ Grade in School _____

Club _____ Title of Talk _____

DIVISIONS: Junior - 4th & 5th grade   Intermediate - 6th through 8th grade
             Senior - 9th grade & above

Check in narrow space	Excellent	Good	Fair

INTRODUCTION
 	
    Arouses Interest
    Attention getter - quote, story joke, question, fact
    States purpose of speech			

BODY
    Shows knowledge of subject
    Organizes information into two or more main points
    Supports main points with sufficient information			

CONCLUSION
    Summarizes main points
    Accomplishes stated purpose
    Concluding statement			

DELIVERY
    Clear, distinct voice -- heard by audience
    Sincere, friendly, confident manner
    Eye contact with audience
    Suitable, natural gestures & mannerisms
    Appropriate use of note card (if used)			

GENERAL EFFECTIVENESS
 	
    Maintains audience's interest
    Stays within time limit			

A:IMPTU_CK.LST