

**☼ UC 4-H PRESENTATION EVALUATION FORM**  
**Demonstration / Illustrated Talk**

<b>Date</b>				
<b>Location</b>	<input type="checkbox"/> Club/Unit <input type="checkbox"/> County <input type="checkbox"/> Regional <input type="checkbox"/> State <input type="checkbox"/> Other			
<b>County</b>		<b>Title</b>		
<b>Member Name</b>		<b>Age</b>		
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<b>A. Technical Requirements: Following the presentation guidelines (page 15)</b>			<b>Total Possible: 4</b>	
		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>B. Content: The purpose of the presentation and the information and ideas presented (page 6) Total Possible: 10</b>				
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
<b>C. Structure: The framework that organizes the content (page 7) Total Possible: 12</b>				
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	

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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	
<b>(41 possible) Total Score:</b>					

### 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?	
<b>Evaluator Name</b>	

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