# Public Speaking Presentation Evaluation Sheet

**Name:**

**Address:**

**Age:**

(as of Jan. 1)

**Years in 4-H:**

**Total Yrs. Demonstrated:**

(including this year)

**Club:**

**Leader:**

**County:**

**Title of Presentation:**

**Subject Matter:**

## 1) Appearance & Introduction

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Appearance - neat, well groomed. Good Posture</td>
<td>(5)</td>
<td></td>
</tr>
<tr>
<td>b) Voice - pleasing, clear, distinct, correct English</td>
<td>(5)</td>
<td></td>
</tr>
<tr>
<td>c) Shows poise and enthusiasm</td>
<td>(5)</td>
<td></td>
</tr>
</tbody>
</table>

**Possible Points:** (15)

## 2) Presentation

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Introduction - attention getting and gives purpose of demonstration</td>
<td>(15)</td>
<td></td>
</tr>
<tr>
<td>b) Main points are clearly stated</td>
<td>(20)</td>
<td></td>
</tr>
<tr>
<td>c) Summary - interesting, short, but complete</td>
<td>(15)</td>
<td></td>
</tr>
<tr>
<td>d) Demonstration given convincingly</td>
<td>(5)</td>
<td></td>
</tr>
</tbody>
</table>

**Possible Points:** (55)

## 3) Subject Matter

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Well organized and selected</td>
<td>(10)</td>
<td></td>
</tr>
<tr>
<td>b) Source of information accurate and up-to-date</td>
<td>(10)</td>
<td></td>
</tr>
<tr>
<td>c) Practical questions - answered accurately</td>
<td>(10)</td>
<td></td>
</tr>
</tbody>
</table>

**Possible Points:** (30)

**Total Points:** (100)

**Points:**

- 90-100 = Outstanding
- 80-89 = Satisfactory
- 79 AND UNDER = Worthy

**Overall Rating:**

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**Notes:**

- Use of constructive comments may improve future presentations.
- Effective use of time and attention to details can enhance the presentation.

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**Additional Comments:**

- Practice sessions can significantly improve public speaking skills.
- Feedback from peers and mentors is valuable for improvement.

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**Tips for Improvement:**

- Focus on clear and concise communication.
- Use examples and analogies to illustrate points.
- Engage with the audience through eye contact and pauses.

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**Preparation Tips:**

- Research the topic thoroughly.
- Organize ideas logically.
- Prepare visual aids, if necessary.

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