Oral Presentation Evaluation Guide

Mandarin Class

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_

CONTENT

Provided adequate background for understanding the topic presented.

Topic relevant to course goals.

Engaging or controversial topics are preferred.

Presented both sides of the issue if there are any.

Topic explored in sufficient depth.

Reference List included; reliable sources of information.

Electronic copy of one-page notes sent to Dr. Liu two days before the presentation.

Show competence and knowledge about the topic.

Clear explanations with visual support

ORGANIZATION

Stated the importance and relevance to audience

Stated the major topic to be covered.

Organized presentation in a logical sequence.

Concluded with summary of major points.

Stayed within the time frame specified.

STYLE

Avoided reading from prepared notes or slides.

Maintained audience interest.

Projected confidence and mastery of the material.

Spoke loud enough that everyone can hear.

Maintained eye contact with the audience.

Used creative presentation techniques, appropriate visual aids, humor, etc.

Oral Presentation Requirements

An important component of the grade in this course is an oral presentation to the class about a topic regarding your research and understanding of a person, an event, a place, or an issue. The topics will be presented and you could choose what appears to you the most.

You will choose a date on which to present. 2-3 presentations will happen in each class period.

Your presentation should be about 5 minutes in duration, 10 minutes maximum. Expect to lead a question and answer session afterwards.

Use reliable resources to research your topic of interest. It’s okay to explain your personal interest in this topic and to share your bias or opinions.

It is suggested that you create a PowerPoint to present your topic. Other forms, such as short video, props, or a short text from a book could be integrated to enrich your presentation.

Prepare one-page summary handout of your main points and email it to Dr. Liu two days before your presentation. Dr. Liu will print out your handout and share with your classmates for reference.

Prepare two questions for your audience to think about while listening to your presentation. The two questions are asked before the start of your presentation. Include the two questions in your handout.

Study the evaluation criteria for presentations that the instructor will use to grade your talk.