**CRITERIA FOR EVALUATING POWERPOINT PRESENTATIONS**

Presenter´s name and surname:

Evaluator:

Topic of PPT:

Instructions:

(1 - not very good, 2 - could be better, 3 - average, 4 - great, 5 - excellent)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Speech and delivery**  (Logical sequencing and clarity of ideas; Information seems reliable and is backed  by specific references to resources; Language used in the text of the slides is simple with no errors in grammar and spelling; loudness clearness-speech pace, intonation, signposting; timing) | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |
| **Q2** | **Format - Slide arrangement**  (The text used in the slides is of appropriate size and length , it is readable by the audience;  The content is well spaced with emphasis on headings and subheadings; Pictures/graphs/other support material is clear) | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |
| **Q3** | **Overall structure**  (Did the PPT enhance the presentation?) | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |
| **Q4** | **List/use of resources**:  (References to resources are cited accurately; Resources are well integrated into the presentation) | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |
| **Q5** | **Answers to questions**  (Were the answers relevant and to the point?) | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |
| **Q6** | **Overall:**  (Was the purpose of the presentation achieved & did it have the intended impact on the audience?) | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |