2004 Shareholders’ Meeting Evaluation Form

Course number: Mngt 4800  Group Number: ________________
Date: ________________  Evaluator: ________________

Directions: Rate each group’s presenters on each of the criteria presented below using the following rating scale:

5........4.5..........4.........3.5........3.........2.5........2.........1.5........1
Excellent  Good  Fair  Poor  Unacceptable

1. _____ Introduction: Gained the attention and interest of the audience.
2. _____ Introduction: Provided a preview of the presentation.
3. _____ Body: Main points stated clearly.
4. _____ Body: Main points supported by adequate evidence or reasoning.
5. _____ Body: Main points organized in a logical manner.
6. _____ Vocal Delivery: Varied rate, pitch, and volume of speech appropriately.
7. _____ Vocal Delivery: Articulated words clearly.
8. _____ Physical Delivery: Dressed appropriately for the presentation.
9. _____ Physical Delivery: Maintained eye contact with the audience.
10. _____ Visual Aids: Well prepared to communicate relevant information.
12. _____ Conclusion: Summarized or restated key points or recommendations.
13. _____ Conclusion: Decisive closing statement.
14. _____ Time Limit: Adhered to specified time limit for the presentation.
15. _____ Evaluator’s overall impression of the presentation.
16. _____ Demonstrated effective business presentation software skills.

_______ Total  ____________ Average (total/16)