

4-H Public Presentations Evaluation Form



Name: _____ County: _____

Presentation Type: (check one) Demonstration or Illustrated Talk

Address: _____

Presentation Level: (check one) County or District

Age (as of Jan. 1st current year): _____ Years in 4-H: _____

Presentation Title: _____

Please list the number of public presentations you have done during your time as a 4-H member in your:

Estimated Length of Presentation: _____ Date: _____

Club: _____ County: _____ District: _____ State: _____

Factors Considered in Rating	Outstanding	Above Expectations	Met Expectations	Needs Improvement	Comments
1. Presenter					<div style="font-size: 4em; opacity: 0.3; transform: rotate(-15deg); pointer-events: none;">- SAMPLE -</div>
Appearance (Neatness & Appropriate Dress)					
Voice (Volume & Rate)					
Posture					
Eye Contact					
Poise					
Enthusiasm (Tone & Inflection)					
2. Subject					
Topic (Appropriate for Experience & Age)					
Up-to-date Information					
Understanding of Subject Matter					
Evidence of Planning/Practice					
3. Delivery					
Introduction					
Body / Format (Logical Order)					
Proper Use of Equipment/Visual Aids					
Quality of Visual Aids (Charts, Models, etc)					
Appropriate Length					
Grammar and Vocabulary					
Summary					

(FOR STAFF USE ONLY) FINAL RATING: **EXCELLENT** **GOOD** **FAIR**

Start Time: _____ End Time: _____
(to be filled in by Evaluator)

4-H Public Presentations Evaluation Form

Demonstrations & Illustrated Talks

Glossary of Factors:

Outstanding: Exceptional, needs little improvement.

Above Expectations: Very good/above expectations for age and experience level.

Met Expectations: Met expectations for age and experience level.

Needs Improvement: Needs work, can be improved upon (something may have been omitted).

1. Presenter:

- **Appearance** - Neat, well groomed and properly dressed for the topic and type of presentation.
- **Voice (Volume & Rate)** - Clear, strong, distinct pronunciation and reasonably strong projection.
- **Posture** - The presenter does not slouch or fidget; stands and moves in a manner appropriate to the type of presentation. (Presenters who are physically challenged should be evaluated accordingly).
- **Eye Contact** - An association with the audience by looking at members of the audience during the presentation. (Should become more refined with age and experience).
- **Poise** - A relaxed manner that displays confidence.
- **Enthusiasm (Tone & Inflection)** - The presenter projects an excitement about the topic that serves to stimulate the audiences' interest.

2. Subject:

- **Topic** - The topic is challenging but within the ability of the presenter, depending on age and experience.
- **Up-to-date Information** - Information given is based on reliable sources that are identified by the presenter.
- **Understanding of Subject Matter** - The presenter gives evidence that the information he or she is presenting is understood, not "parroted", by an adequate response to questions and through the way information is used throughout the presentation.
- **Evidence of Planning/Practice** - Evident that the presentation was planned ahead of time and well practiced.

3. Delivery:

- **Introduction** - Opening remarks creatively stimulate interest in the topic. (i.e.: begin with a quote, question, surprising fact or a joke; explain why the topic is important to the presenter and/or the audience; describe its dramatic and/or historical significance, etc.). A personal introduction should be incorporated into this format.
- **Body/Format** - Information is presented in a logical order and in a clear, effective manner. Audience should clearly understand the purpose and intent of the presentation.
- **Proper Use of Equipment/Visual Aids** - Implies suitable choice, arrangement and use. Choice means selection of the right equipment for the job. This includes safety, sanitary use and clean-up of equipment. Materials and equipment should be logically arranged in the demonstration space so that they remain organized and ready for use throughout the presentation. Equipment should also be identified as it is used. Brand Names must be concealed. Amount of dependence on cue cards, considering age, experience, and level of difficulty.
- **Quality of Visual Aids** - If used, they should be neat, concise, appropriate and legible. Effective arrangement and use are important. These aids are often helpful to:
 - * Show an enlarged view of a detail.
 - * Show a reduced scale model when it is not practical to have a full-scale article.
 - * Show a cross section.
 - * Summarize steps in an operation
 - * List pertinent information such as formula or recipe.
- **Appropriate Length** - A sufficient amount of time is used to effectively deliver the message without rambling on needlessly or attempting to "squeeze" in too much information. *The length of the presentation MUST fall within the required county or district time limits.*
- **Grammar and Vocabulary** - Correct grammar and proper choice of words make the meaning clear.
- **Summary** - A concise review of the main points of the presentation. It should not include new material not be a complete repeat of the presentation.