

Objectives: Select visual aids that are appropriate for your message and the audience. Use visual aids correctly with ease and confidence.

**Evaluation Guide for
Get Comfortable with Visual Aids**

5 – 7 Minutes

Title _____

Evaluator _____ Date _____

NOTE TO THE EVALUATOR: *The speaker is to present a speech that uses two or more visual aids. The visual aids selected must be appropriate for the message and audience, and be displayed correctly with ease and confidence. The speaker is to incorporate what he or she learned in previous projects about purpose, organization, word usage, body language and vocal variety. The speaker also is to use appropriate suggestions from the evaluations received and thoroughly research the subject. Please complete this evaluation form by checking the appropriate column for each item. Add comments for items where special praise is warranted or where you can offer specific suggestions for improvement.*

| Category | Excellent | Satisfactory | Could Improve | Comments/ Suggestions |
|----------|-----------|--------------|---------------|--------------------------|
|----------|-----------|--------------|---------------|--------------------------|

- Were the visual aids appropriate for the speech and message? _____
- Did each visual aid help you to understand and remember the speaker’s point? _____
- Was each visual aid clearly visible? _____
- If the speaker used computer-based visuals or overhead transparencies, was each visual easy to read and well-designed? _____
- Did the speaker use the visual aids smoothly and with confidence? _____
- How clear was the speaker purpose? _____
- Did the speaker use body language to reinforce the message? _____
- Was the speaker’s word choice effective and appropriate? _____
- Was the speech well-researched? _____

- What could the speaker have done differently to make the speech more effective?

- What did you like about the presentation?