

# Leadership Management

## Chapter Presentation Evaluation—Performance Objectives 6 & 7

**Date:** \_\_\_\_\_ **Student:** \_\_\_\_\_ **Period:** \_\_\_\_\_  
**Chapter:** \_\_\_\_\_ **Topic:** \_\_\_\_\_ **Time:** \_\_\_\_\_

6/1=Unsatisfactory      7/2=Needs More Effort      8/3=Met Requirements      9/4=Added Effort      10/5=Outstanding

**1. Presentation:**

- **Preparation and Organization:** Presentation flows. Easy to follow. Well-prepared, a good understanding of content, uses own words & provides personal examples as explanation of concepts. 6    7    8    9    10    (10%)
  
- **Eye Contact:** Not “reading” projected slides/notes. Looks at audience and talks to them. 6    7    8    9    10    (10%)
  
- **Clarity:** Voice projection; No mumbling; Learn unfamiliar words beforehand. 6    7    8    9    10    (10%)
  
- **Body Language:** Limit leaning on podium, nervous shifting, standing on one foot, hands in pockets, etc. Maintain good posture. 1    2    3    4    5    (5%)
  
- **Timely:** Verbal presentation is a *minimum* of 15 minutes, yet stays within one class period. 1    2    3    4    5    (5%)
  
- **Attire:** Appropriate for “formal” presentation. No rolled-up sleeves. 1    2    3    4    5    (5%)

**2. PowerPoint Presentation:**

- Set-up prior to class (By 8:00 a.m.) 1    2    3    4    5    (5%)
  
- Contains 10 slides *minimum*; Easy to read (font/background); No clutter. 6    7    8    9    10    (10%)
  
- Added impact to presentation; Includes sound and graphics; Effort. 6    7    8    9    10    (10%)

**3. Resources/Handouts:** Includes handouts in presentation with information categorized by concepts for ease of learning. Doesn’t rely solely on verbal presentation. 6    7    8    9    10    (10%)

**4. Activity:**

- Creates a “stand-alone” activity to illustrate concepts. (Unless prior approval by instructor, those who don’t have something to turn-in other than Q&A will receive a “6.”) 6    7    8    9    10    (10%)
  
- **Average Quiz Score (from audience):** \_\_\_\_\_ points (10%)

**Additional Comments:**

**Overall Score:** \_\_\_\_\_ (100 pts)