

Perfect Presentation Rating (PPR) System - Part 1: STYLE

Score as follows, for each item as appropriate: 0 for never, 1 for sometimes, 3 for most of the time, and 5 for nearly always. If the opportunity did not arise, then score it as 0.

- _____ 1. Started exactly on schedule.
- _____ 2. Was introduced by someone who gave the audience a reason to listen.
- _____ 3. Opened with a statement that showed understanding of audience's special needs and that he/she would not waste their time.
- _____ 4. SUBTRACT 5 POINTS FOR ANY APOLOGIES.
- _____ 5. Stood in a balanced stance (feet shoulder-width apart) and did not stand behind podium.
- _____ 6. Kept hands at sides or moving and held nothing in hands.
- _____ 7. Used gestures for emphasis and movement for interest.
- _____ 8. Voice was loud enough for the people in the back of the room to hear easily, and showed enthusiasm.
- _____ 9. Looked directly into the eyes of the audience when speaking. Stayed with each person for at least 3 seconds.
- _____ 10. Responded appropriately (graciously, but maintaining control) to interruptions.
- _____ 11. Projected confidence with the material and referred to notes, when needed, without embarrassment .
- _____ 12. Avoided countable verbal interjections ("you know," "uh," "OK," etc.).
- _____ 13. Used correct English grammar.
- _____ 14. Did not say "finally" or "in conclusion" until less than 10% of the time remained.
- _____ 15. Finished the session on time or early.
- _____ 16. SUBTRACT 5 POINTS FOR RUNNING OVER MORE THAN 15 MINUTES.

_____ TOTAL DATE OF EVALUATION: _____

SPEAKER BEING EVALUATED: _____

HOW TO EVALUATE SCORES:

- | | |
|----------|---|
| 50-70 | A real pro. |
| 30-49 | Great possibilities, but needs training and practice. |
| 15-29 | Only extraordinarily powerful material could make this person's presentations successful. |
| Under 15 | A memo or report would be more useful than a presentation. |

Perfect Presentation Rating (PPR) System -

Part 2: USING VISUALS

Score as follows, for each item as appropriate: 0 for never, 1 for sometimes, 3 for most of the time, and 5 for nearly always. If the opportunity did not arise, then score it as 0.

- _____ 1. Checked projection equipment and microphone in advance and corrected any problems before the scheduled start time.
- _____ 2. Points out the important part of the visual rather than discussing each point sequentially.
- _____ 3. SUBTRACT UP TO 5 POINTS IF THE SPEAKER FACED THE SCREEN WHILE TALKING OR STARED AT THE OVERHEAD SLIDE WHILE DISCUSSING IT.
- _____ 4. Left sufficient light on, when using visuals, to allow people to see the speaker well.
- _____ 5. Used word charts that were easily read by the back row--(fewer than 7 lines and fewer than 7 words per line).
- _____ 6. Kept pace with audience, reading word charts quickly, if necessary, before talking about it.
- _____ 7. Used graphics (not word charts) to illustrate the most important points.
- _____ 8. Explained the significance of each graphic chart before talking about its details.
- _____ 9. ADD UP TO 5 POINTS IF TITLES OF GRAPHIC DISPLAYS REINFORCED THE POINT THE DISPLAY WAS MAKING.
- _____ 10. SUBTRACT UP TO 5 POINTS IF LABELS ON THE GRAPHIC DISPLAYS WERE HARD TO READ.

_____ TOTAL DATE OF EVALUATION: _____

SPEAKER BEING EVALUATED: _____

HOW TO EVALUATE SCORES:

- | | |
|----------|--|
| 25-45 | A real pro. |
| 11-24 | Good possibilities, but needs training and practice. |
| Under 11 | A memo or report would be more useful than a presentation. |

Perfect Presentation Rating (PPR) System - Part 3: PACKAGING IDEAS

Score as follows, for each item as appropriate: 0 for never, 1 for sometimes, 3 for most of the time, and 5 for nearly always. If the opportunity did not arise, then score it as 0.

- _____ 1. Used lists to ensure audience knew what to expect.
- _____ 2. Used transitions to ensure audience knew when a topic was concluded.
- _____ 3. Presented the problem to be solved, and got audience agreement of its importance before starting on the solution.
- _____ 4. Asked the audience questions to increase their involvement and interest.
- _____ 5. ADD 5 POINTS IF THE QUESTIONS SET UP KEY POINTS.
- _____ 6. Used true stories to make key points.
- _____ 7. ADD 5 POINTS IF THE ANECDOTES WERE FROM THE SPEAKER'S PERSONAL EXPERIENCES.
- _____ 8. Told no irrelevant jokes.
- _____ 9. SUBTRACT 5 POINTS FOR ANY ETHNIC, SEXIST, RACIAL, OR DIRTY JOKES.
- _____ 10. Asked the audience to take specific actions.
- _____ 11. Elicited questions from the audience successfully.
- _____ 12. Repeated or restated each question and did not say "That's a good question" or "I am glad you asked that."
- _____ 13. Responded to questions from the audience with warmth and authority.
- _____ 14. SUBTRACT 5 POINTS FOR A RESPONSE THAT RIDICULED OR ATTACKED THE QUESTIONER.

_____ TOTAL DATE OF EVALUATION: _____

SPEAKER BEING EVALUATED: _____

HOW TO EVALUATE SCORES:

- | | |
|----------|--|
| 40-60 | A real pro. |
| 20-39 | Good possibilities, but needs training and practice. |
| Under 20 | A memo or report would be more useful than a presentation. |