

Business-Persuasive Evaluation Form
(Draft)

I. Introduction

- 1. Begins with attention getter (as assigned) (full engagement) (identify on monologue)
- 2. Introduction
 - Self (in context) (name, background [in detail]) (establish credibility)
 - Audience (in context) (who are we?)

II. Main Ideas

- 1. Explains organizational background _____, _____ ()
 States problem
- 2. Summarizes solutions _____ (Date)

III. Solution (mutually exclusive)

- | | | |
|--|----------------------------|--------------------|
| <input type="checkbox"/> 1. Solution A | Stop time: ____:____:____ | |
| Advantages/disadvantages (to audience) | Start time: ____:____:____ | (6-8 minutes) |
| <input type="checkbox"/> 2. Solution B | Total time: ____:____:____ | (before questions) |
| Advantages/disadvantages (to audience) | | (-5 each minute |
| <input type="checkbox"/> 3. Solution C | SubTotal _____ | over/under) |
| Advantages/disadvantages (to audience) | | |
| <input type="checkbox"/> 4. Review all solutions | - Time _____ | |
| <input type="checkbox"/> 5. Your choice (Why is this the best choice?) | | |
| Advantages (to audience) (over other two) | - 2 questions _____ | (-5) |

(Questions)

IV. Conclusion

- 1. Memorable ending (after questions) TOTAL _____

V. Organization

- 1. Easy to follow; Smooth transitions used
- 2. Acknowledges both references in context as they appear

VI. Supporting Material (Manuscript and **Color Slides**); (**hard copy** of each)

- 1. Titles/Appearance
 - Appropriate name for each slide; 6 slides/page
 - Simple (one idea per visual); easy to read; balanced
- 2. Parallel structure/Bullet phrases
 - Seven lines/35 words or less
- 3. Mechanics (spelling, grammar, punctuation, etc.)
 - Graphics used; enhancing; balanced
- 4. Knowledge of software and equipment (operated correctly and efficiently)
- 5. Complete script and references—guidelines followed
- 6. “ ” “ ”

VII. Delivery

- 1. Faces audience (not screen)
 - Maintains eye contact; engages **entire** audience
- 2. Free of distracting mannerisms
 - Uh / Um / And Uh / You know / Well / OK / Like / ____ (Others)
 - Busy hands; hands in pocket, plays with pencil, clothes, hair, note cards, etc.
 - Nervous laugh or cough, mouth sounds
 - Slouches, paces, sways, leans on podium (by) Question 1 _____
 - Other
- 3. Refers to notes only briefly Question 2 _____
- 4. Uses good grammar
- 5. Uses good volume/enunciation/pace (to) Question 1 _____
- 6. Sounds natural and conversational; enthusiastic
- 7. Professional Dress Question 2 _____

_____ SubTotal