

4-H PUBLIC PRESENTATION EVALUATOR CHECKLIST



INTRODUCE YOURSELF TO YOUR AUDIENCE

When your room is ready to start the first presentation, both evaluators are asked to stand and introduce themselves to their audience. Tell just a little bit about yourself, i.e., are you a student; what you do as an occupation; what your involvement has been with 4-H; why you agreed to be an evaluator; etc.) **KEEP IT SHORT AND PERSONAL—NOT A LIFE HISTORY.**

TAKE SOME TIME TO FAMILIARIZE YOURSELF WITH THE TOP PORTION OF THE EVALUATION FORM

This will help you to know how much past experience this presenter has had as well as his age and topic area. (STATE EVALUATORS ONLY: State presenters do not record the number of previous presentations they have given as this is eliminated at the State level allowing all presenters to come on equal footing. Evaluation does not take into consideration number of past presentations.)

ASK PRESENTER IF SHE/HE IS READY TO BEGIN

If the presenter is ready, a nod toward the Room Host will signal to him/her that they may now close the door and introduce this presenter. This process is followed for every presentation.

BE A GOOD LISTENER

Attempt to keep extensive writing to a minimum during the presentation. Use the scratch paper provided to make quick notes, questions that come to mind, and any positive points on which you may want to compliment the presenter. Feel free to fill in parts of the evaluation form that do not require a lot of writing during the presentation. **Note:** Lightly pencil in numbers as you feel they might apply and darken later when you have decided on a final score.

BE PREPARED TO ASK THE PRESENTER AT LEAST ONE QUESTION FOLLOWING HIS/HER PRESENTATION.

The presenter will close by asking for questions. Many questions may come from the audience, but you should be prepared to also question the presenter. This gives the 4-Her the feeling that you were interested in what he had to say as well as give you a chance to see how well the subject matter is known (**4-Hers are not meant to be experts in their subject matter but should be fairly informed in what they are communicating**). You may also need to monitor the number of questions so that not too much time is used or that the 4-Her is not overwhelmed.

BE PREPARED TO MAKE AT LEAST ONE POSITIVE COMMENT TO THE AUDIENCE REGARDING EACH PRESENTATION

It has been discovered that this procedure not only sets a positive atmosphere for the presenter when he/she comes to talk to you personally, but it also adds to the learning experience for those in the audience. Parents as well as 4-Hers are eager to know what was done well. **Positive reinforcement is the doorway to open and receptive ears for further constructive critiquing.**

4-H PUBLIC PRESENTATION EVALUATOR CHECKLIST Continued



ABSOLUTELY NO NEGATIVE COMMENTS SHOULD BE MADE ORALLY—ONLY POSITIVE PUBLIC FEEDBACK! KEEP CONSTRUCTIVE VERBAL CRITIQUING FOR PERSONAL CONSULTATION!

INITIATE APPLAUSE

At the close of the question period and your positive oral comments, initiate applause for the presenter. At this time he/she will clean up work area, if needed, and come to you for a personal consultation. Presenter should wait at a distance for you to invite him/her to the chair provided. This will give you the time you need to consult as evaluators and complete your writing and numerical scoring.

COMPLETE FILLING OUT THE EVALUATION FORM AND CONSULT WITH PRESENTER

Begin your consultation by reinforcing the positive and then continue with constructive advice on how this presenter could improve his/her presentation and/or skills. There is no need to go over every point on the evaluation sheet. Pick key points where you feel improvements need to be made and give suggestions on how this could be accomplished. When evaluating as a team, equal and varied distribution of feedback should be made.

Attempt to write something next to each area on the evaluation sheet, especially if a score of 3 or lower has been given. Your written comments will be used for future reference to remind the presenter what areas need improvement and how this can be accomplished. (It is assumed no evaluator will give a 4 or 5 just to avoid having to make written comments.)

END ON A POSITIVE NOTE

Send the presenter off with words of positive reinforcement:
“Keep up the good work.” “Hope to see you back next year.”
“You have a great start in public speaking.” “It’s obvious you have put a lot of time and work into this presentation.”

10. SMILE! SMILE! SMILE!

Provide a friendly atmosphere by being a warm and friendly person yourself. Nothing says “I care.” and “I’m interested in you.” better than a smile! Even if your normal demeanor is not a “smiley” one, project a pleasant and welcoming personality. . .try to smile (It lowers your blood pressure!)

FINAL WORDS: Please keep in mind that we are here to help young people grow, not only in their public speaking skills but also, and most importantly, in their self confidence and their self esteem. You, the evaluator, play a large part in this process and can be the determining factor if a young person is encouraged to continue to work in the area of public presentations. You have been chosen as an evaluator because we feel you embody those personal qualities that can make this happen. Your investment of time, energy and expertise will bring lasting rewards long after today’s event. Testimonials from 4-H alumni echo this fact.

Thank you for your part!