

PREPARATION			
Were equipment and materials all in place and ready?			
Rate the quality of the objectives.			
Rate the completeness of the lesson plan.			
Criteria	Rating		Comments
	C	P	
PRESENTATION			
Did the candidate introduce him/herself?			
Did the candidate tell the group enough about the lesson to make it interesting yet keep the introduction brief?			
Did the candidate find out what the group knew about the presentation at hand?			
Did the candidate demonstrate and/or present one important piece of information at a time?			
Was the material presented in an organized fashion?			
How well did the candidate stress the key points?			
Did the candidate summarize the information at various points during the presentation?			
Did the candidate explain the information clearly and completely?			
Did the candidate summarize the entire presentation?			
Did the candidate follow the content of the lesson plan?			
Did the candidate adhere to the time limit?			
QUESTIONING			
Did the candidate use questioning to spot-check his/her instruction or stress important points?			
Did the candidate encourage active participation with the use of questions?			
Did the candidate encourage the student who supplied a wrong answer?			
INSTRUCTIONAL MEDIA			
Did the media have a direct relationship with the topic?			
Did the candidate present the media at an appropriate time for the student to understand its relationship to the subject?			
Did the candidate use the media effectively (proper introduction and summary of videotape, audio tape, etc.)?			
Was the media used with little or no disruption of the presentation (was the media preset, was equipment working properly, etc.)?			
COMMUNICATION			
Did the candidate use positive communication in the verbal presentation (did the candidate avoid making excuses for the topic, apologizing, etc.)?			
Did the candidate speak clearly, distinctly, and with sufficient volume?			
Did the candidate speak at an appropriate pace?			
Did the candidate maintain adequate eye contact with the group?			
Did the candidate avoid distracting habits (such as excessive hand gestures or repeating words like "um" or "okay")?			
APPEARANCE			
Did the candidate appear at ease?			
Was the candidate neatly attired?			
OVERALL RATING			
Please give your rating for the presentation.			

