

Non-verbal Presentation Evaluation Form

How you use your body, and the sound, quality and tone of your voice have a major impact on your audience. Use this form to evaluate the non-verbal aspects of your presentation by recording yourself and entering the results as you review. For best results, ask a peer or coach to review and fill one out as well, then compare findings.

Category	Yes	No	Comments
Eye contact			
-Direct (eye to eye)			
-Appropriate length			
-Natural			
Facial expression			
-Variety			
-Expression matched words			
-Natural			
Movement			
-Right amount			
-Purposeful (related to message or reaching desired destination)			
-Variety			
-Natural			
-Distracting movements			
Gestures			
-Right amount			
-Purposeful (add meaning/emphasis)			
-Natural and loose			
-Clear and specific			
-Consistent (i.e., when counting or referring to something more than once)			
Voice			
-Vocal variety			
-Volume adequate			
-Pace (easy to follow, not too fast/slow)			
-Emphasis where appropriate			
-Clarity			
-Appropriate use of pauses			
-Filler words (so, um, you know...)			
-Expressive (voice conveys emotion)			
What is most effective?			
If you could only change one thing, what would it be?			