Binary Feature Assessment for Presentations

DJ Kaiser

APPENDIX: *Binary Feature Assessment (BFA) Tool*

Name: _____   Date: _____   First / Second Draft

Category: Vocal Delivery	
Negative Features	**Positive Features**
speaking too softly	good volume
not enough articulation	clear and easy to understand
rate of speech too fast or too slow	good rate of speech
stalling, hesitation, or repetitive syllables	nice fluent and flowing speech
flat or awkward intonation	pleasant and expressive intonation
too many thought groups or thought groups were too long	good use of pauses and/or thought groups
Comments	

Category: Nonverbals	
Negative Features	**Positive Features**
eye contact not made to enough people	eye contact was personable
eye contact not held long enough on people	eye contact effectively held people's attention and included them
no gestures used or they were meaningless	gestures were deliberate and strong
hands folded / behind back / clasped / in pockets	gestures were appropriate for topics and transitions
repetitive or distracting gestures	use of gestures was natural
weight shifting or little movement	speaker's movements were natural looking
speaker paced	speaker used the available floor space well
speaker took small steps or moved w/o a purpose	speaker moved with a purpose
speaker's face held little or no expression	speaker was very expressive and smiled
facial expressions failed to highlight information or showed no conviction	speaker used facial expressions to highlight information and show conviction
speaker showed little or no energy	speaker showed a lot of energy and enthusiasm
Comments	

Category: Organization	
Negative Features	**Positive Features**
lacked a strong introduction	strong attention-getting device used
few or no clues to organization given	gave the audience a "road map"
no purpose stated or overview covered	provided a purpose and overview to the presentation
failed to articulate central ideas or main points	strong central idea(s) and main point(s) articulated
the presentation lacked organization	information was logically ordered and expressed
related pieces of information were not linked together	strong use of transitions and summaries
the presentation failed to engage the audience in thinking or processing the information	strong use of rhetorical questions in both asking and answering
important terms and concepts were difficult to understand	key terms and concepts explained clearly
little or no use of paraphrases, examples, or analogies	effective use of redundancy tactics
many citations and/or references were missing	appropriate use of citations and/or references
the conclusion was not signaled or the presentation ended abruptly	the conclusion was clearly signaled
no "wrap up" used and/or no transition to questions	excellent job wrapping up and/or transitioning to questions
Comments	

Category: Miscellaneous	
Negative Features	**Positive Features**
speaker was not prepared to present	speaker was prepared and confident before presentation
speaker was unable to use A/V equipment properly	speaker handled A/V equipment skillfully
visuals were confusing, ungrammatical, or poorly designed	visuals were clear, concise, and accurate for the presentation

Total Negative Features:　　　　　　　　　**Total Positive Features:**

Composite Score:

Comments: