

Presentation Evaluation Form

Presentation Grade [5= Excellent (A); 4 = Good (AB); 3 = Satisfactory (B); 2 = Some problems (BC); 1 = Many problems (C); 0 = Did not present (F); NA= not applicable]:

Presenter(s): _____

Topic: _____

- ___ 1. Introduction: Did the introduction capture your interest? Was necessary background given? Was a clear purpose conveyed?

- ___ 2. Organization: Was there a clear organization? Were transitions between sections clear and effective? Did the organization lead to a clear conclusion?

- ___ 3. Content: Did the speakers support their points? Was the supporting material relevant, up to date?

- ___ 4. Visual Aids: Were visual aids used effectively and appropriately, carefully prepared?

- ___ 5. Conclusion: Were key points reinforced? Was a sense of closure provided? If appropriate, was a course of action proposed?

- ___ 6. Delivery: Was/were the speaker(s) natural, enthusiastic? Did they speak clearly? Were appropriate gestures, posture, expressions used?

- ___ 7. Discussion: Were questions answered accurately, clearly, effectively?

- ___ 8. General Comments (use back):