Presentation Evaluation Form

Grading Scale: 1 (not good at all) – 2 – 3 – 4 – 5 (very good)

Presenters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ 1. Introduction: Interesting?

\_\_\_\_\_ 2. Content: Organized well? Good use of images?

\_\_\_\_\_ 3. Conclusion: Key points repeated? Thank the audience? Ask for questions?

\_\_\_\_\_ 4. PowerPoint: Correct title slide? Table of contents slide?

\_\_\_\_\_ 5. Delivery: Eye contact? Voice? Gestures?

\_\_\_\_\_ 6. Q & A: Were questions answered clearly and effectively? Did the speaker thank the questioner, repeat or rephrase the question, and then answer it?

\_\_\_\_\_ 7. Overall score

 **\_\_\_\_\_\_ / 35 TOTAL**

**Comments**

Good points:

Bad points:

Suggestions: