

Presentation Evaluation Form

Presentation Grade (5= Excellent; 1= Poor; NA= not applicable): _____

Presenter: _____

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 speaker 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 the speaker natural, enthusiastic? Did they speak clearly? Were appropriate gestures, posture, expressions used?

___7. Discussion: Were questions answered accurately, clearly, effectively?

___8. Overall Rating General Comments (use back):