

Presentation Evaluation Form

Presenter(s)/Group		Excellent	Good	Average	Fair	Needs Improve.
Topic						
<i>Check score in box at right for the three categories. Check off boxes under categories are to help determine the overall score for each category.</i>		5	4	3	2	1
Content of Presentation						
<input type="checkbox"/> Content at appropriate level for audience <input type="checkbox"/> Information accurate and current <input type="checkbox"/> References appropriate and cited correctly <input type="checkbox"/> Content was organized and sequenced logically <input type="checkbox"/> Presenters were prepared to discuss topic		Comments				
Presentation Skills						
<input type="checkbox"/> Introduced topic and each presenter. Motivated audience. <input type="checkbox"/> Body language was appropriate: Speakers dressed professionally, maintained eye contact with audience. <input type="checkbox"/> Speakers appeared practiced and at ease Speakers were easily understood: used professional language, <input type="checkbox"/> were audible and spoke at a reasonable rate, not too fast or slow <input type="checkbox"/> Presenters used time allotted effectively, did not run long		Comments				
Use Of PowerPoint						
<input type="checkbox"/> Appropriate colors for visibility: background not too busy <input type="checkbox"/> Appropriate use of text: not too many words, size of font readable Appropriate use of images: Images large enough to see detail <input type="checkbox"/> from back of room, not blurred or skewed, significant areas highlighted, image source provided.. <input type="checkbox"/> Appropriate use of animation: enhanced presentation, emphasized concepts, did not distract. <input type="checkbox"/> Appropriate number of slides for presentation		Comments				
Total Points out of 15						