## Presentation Evaluation Form

<table>
<thead>
<tr>
<th>Presenter(s)/Group</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Needs Improve</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic</strong></td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

*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.*

### Content of Presentation

- [ ] Content at appropriate level for audience  
- [ ] Information accurate and current  
- [ ] References appropriate and cited correctly  
- [ ] Content was organized and sequenced logically  
- [ ] Presenters were prepared to discuss topic  

### Presentation Skills

- [ ] Introduced topic and each presenter. Motivated audience.  
- [ ] Body language was appropriate: Speakers dressed professionally, maintained eye contact with audience.  
- [ ] Speakers appeared practiced and at ease  
  
  Speakers were easily understood: used professional language, were audible and spoke at a reasonable rate, not too fast or slow  
- [ ] Presenters used time allotted effectively, did not run long  

### Use Of PowerPoint

- [ ] Appropriate colors for visibility: background not too busy  
- [ ] Appropriate use of text: not too many words, size of font readable  
- [ ] Appropriate use of images: Images large enough to see detail from back of room, not blurred or skewed, significant areas highlighted, image source provided.  
- [ ] Appropriate use of animation: enhanced presentation, emphasized concepts, did not distract.  
- [ ] Appropriate number of slides for presentation  

### Total Points out of 15