

Presentation Evaluation Form

Please answer each of these questions with one or more sentences.

Content

Did the speaker include more information than you needed to know? If so, where?

Where did the speaker not include enough need-to-know information?

What kinds of other facts, figures, or examples would you like to see included in the presentation?

Organization

In the introduction, was the speaker clear about the subject, purpose, and main point of the presentation?

In the introduction, did the speaker grab your attention effectively?

In the body, was the presentation divided into obvious topics? Were the transitions among these topics obvious to you?

In the conclusion, did the speaker restate the presentation's main point clearly?

Did the speaker leave enough time for questions?

Style and Delivery

Did the speaker speak clearly and loudly enough?

Did the speaker move effectively, using hands and body language to highlight important points?

Did the speaker have any verbal tics (uh, um, ah, you know)?

Did the speaker look around the room and make eye contact?

Was the speaker relaxed and positive during the presentation?

Visuals

Did the visuals effectively highlight the speaker's points in the presentation?

Did the speaker use the visuals effectively, or did they seem to be a distraction?

Did the speaker use notes effectively? Was the speaker distracted by his or her notes?

Concluding Remarks

List out five things you learned during this presentation.

What did you like about this presentation?

What did you not like about this presentation?

What suggestions can you offer to make this presentation better?