

# Request Form for the Review of Presentations

Presenter: \_\_\_\_\_ Date of presentation: \_\_\_\_\_

Venue for presentation: \_\_\_\_\_

How long should the presentation take? \_\_\_\_\_

1) Do you want to perform a run through, a full, or custom evaluation?

Run Through                       Custom Evaluation                       Full Evaluation

2) Would you like a large audience (message sent to library listserv) or just the members of the Writers Group to review your presentation?

Large Audience                       Just the Writers Group

3) Please suggest three dates that you would be able to give your presentation. Depending on your answer to the question directly above, you will need to give either a 3-week or a 2-week lead time allowance. (If you want a large audience, 3 weeks lead time; if you want just the Writers Group, 2 weeks lead time.)

Date #1: \_\_\_\_\_ Date #2 \_\_\_\_\_ Date #3 \_\_\_\_\_

4) Take a look at the feedback list below. If you chose "custom evaluation" in question #1, please check the box next to the areas you would like to be evaluated.

*(Note: if you chose "Run Through" you will not be evaluated on any of these items, if you chose "Full Evaluation" you will be evaluated on all of these.)*

## FEEDBACK ON SPECIFIC ASPECTS OF THE PRESENTATION:

*(Note: These will all be judged on a Likert scale)*

### **THE PHYSICAL ASPECTS:**

- The presenter made eye-contact with the audience.
- The presenter spoke loudly and clearly enough.
- The presenter manifested, through body language, interest in the topic.
- The presenter used appropriate body language --not too stiff but not so active as to distract from the message.
- The presenter avoided digression.

**THE PHYSICAL ASPECTS CONTINUED:**

- The slides or other written materials conformed to Standard English spelling, punctuation, grammar, and usage.
- The presentation was the required length, leaving some time for audience Q&A.

**THE TOPICAL ASPECTS:**

- The topic was sufficiently researched.
- The topic was appropriate for the target audience.
- The topic has been made interesting enough to hold the attention of any size audience.
- There were unanswered questions that should be answered.

GENERAL RESPONSE TO THE PRESENTATION:

(Please use this section to give a holistic overview of the presentation while adding any comments that would expand on the statements above. Remember to praise where praise is due!).