

Oral Presentation Evaluation Form
Chemistry 340
Fall 2005

Evaluator _____
Presenter _____

Title of Talk _____

Please evaluate the presentation based on the following criteria, on a scale of 1-5:
1 = *excellent*; 2 = *very good*; 3 = *good*; 4 = *fair*; 5 = *poor*

1. Did the speaker adhere to the suggested format for effective use of PowerPoint for an oral presentation: title/author/affiliation, forecast, outline, summary, etc...?

1 2 3 4 5

2. Was the content of the presentation at an appropriate scientific level for the audience?

1 2 3 4 5

3. Did the speaker effectively communicate to his/her audience?

1 2 3 4 5

4. Did the speaker organize his/her talk effectively?

1 2 3 4 5

5. Did the speaker focus on getting one-three key points across well?

1 2 3 4 5

6. Was the speaker well-prepared: did he/she know his/her material?

1 2 3 4 5

7. Was the speaker well-prepared: did he/she effectively answer questions?

1 2 3 4 5

8. Did the speaker effectively use images, graphs and tables?

1 2 3 4 5

9. Did the speaker effectively use his/her slides to prompt what was said?

1 2 3 4 5

10. Did the speaker make effective use of the time allotted?

1 2 3 4 5

continued on next page

11. Did the speaker take time to check spelling?

1 2 3 4 5

12. Did the speaker use correct grammar: punctuation, complete sentences?

1 2 3 4 5

13. Did the speaker produce legible slides: font size, color combinations?

1 2 3 4 5

14. Did the speaker make effective use of space on slides (good means not too busy; bad means too busy or too much dead space)?

1 2 3 4 5

Additional comments: