Presentation Evaluation Form

Presenter:				Evaluator (circle one)			
Date:				Faculty	Postdoc	Student	Other
Overwingtion of Procentation							
Organization of Presentation To what extent did the presentation represent the				Needs			
following features?	Great		Ok	work		Comments	
Presentation tailored to the audience?							
Stated the Situation from the audience's perspective.							
Clearly stated Problem that this work addresses.							
Clearly stated Key Message (i.e. Answer or Solution)							
Effectively explained major results & impact of results?							
Clearly stated Next Steps							
Figures and Components							
To what extent did the presentation represent the following features?		Great	Ok	Needs work		Comments	_
Were figures easy to read & clearly explained?							
Amount of information on a slide (appropriate balance of text and visuals)							
<u>Presentation Style</u>							
To what extent did the presentation represent the following features?	Great		Ok	Needs work		Comments	
Speak loud enough and at a good pace?							
Talk and not read?							
Minimize verbal fillers (ah, um)							
Nonverbal body language (posture, gestures, etc.)							
Make effective transitions; did it flow?							
Time for presentation used effectively							
Respond well to questions?							

- 1. What did you like most about the presentation?
- 2. What areas might you suggest for improvement not listed above?