

Presentation Evaluation Form

Presenter: _____

Evaluator
(circle one)

Date: _____

Faculty

Postdoc

Student

Other

Organization of Presentation

<i>To what extent did the presentation represent the following features?</i>	Great	Ok	Needs 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

<i>To what extent did the presentation represent the following features?</i>	Great	Ok	Needs work	Comments
Were figures easy to read & clearly explained?				
Amount of information on a slide (appropriate balance of text and visuals)				

Presentation Style

<i>To what extent did the presentation represent the following features?</i>	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?