

Presentation Skills Evaluation Form

Date:

Speaker:

Presentation Topic:

Subject Matter	Needs Improvement			Excellent	
	1	2	3	4	5
1. Did the introduction provide sufficient background for you to understand the topic?					
2. Was the subject matter developed in logical order?					
3. Given the time constraints, was the topic developed sufficiently?					
4. Did the summary or conclusion emphasize the significance of the information?					
5. Did the speaker appear to understand the material and answer questions effectively?					
6. Did the presentation enhance your understanding of the topic?					

Presentation	Needs Improvement			Excellent	
	1	2	3	4	5
1. Was the presentation logically organized (introduction, body and closing)?					
2. Were the visual aids easily read and appropriate for the information presented?					
3. Did the speaker talk loudly and clearly enough to be understood?					
4. Did the speaker use appropriate scientific language?					
5. Was correct grammar used on the visual aids and in the oral presentation?					
6. Did the speaker use eye contact, gestures, and voice inflections to maintain audience?					
7. Was the speaker able to present the material without excessive dependence on notes?					
8. Did the speaker stay within time limit?					
9. Were the participants' questions answered satisfactorily?					

What did you like best?

What changes would make the presentation more effective?