**Presentation Evaluation Form**

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| **STUDENT INFORMATION** |
| Student name |  | Student ID |  |
| Department |  | Professor |  |
| Presentation title |  | Presentation date |  |
| Evaluator name |  | Evaluator title |  |

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| **EVALUATION FACTORS**  |
|  | **Excellent** | **Good** | **Could be improved** | **Does not apply** |
| **Introduction**The presenter:- introduces her/himself appropriately- introduces the presentation topic- clearly explains the objectives |  |  |  |  |
| **Organization**The presentation:- is organized logically- uses signposts or otherwise moves clearly from beginning to end |  |  |  |  |
| **Delivery**Voice:- volume, tone and emphasis were effectivePacing: - rate of speech was appropriatePoise:- presenter showed professional composure through confidence and enthusiasm |  |  |  |  |
| **Resources**- Presenter:- uses Powerpoint, visual aids, handouts, and/or notes appropriately- Does not rely too much on resources  |  |  |  |  |

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| **Audience involvement**Presenter:- makes appropriate eye contact - facilitates group participation as appropriate |  |  |  |  |
| **Knowledge of subject / preparation**Presenter:- demonstrates clear knowledge of subject - presents information correctly and effectively- appears prepared for presentation |  |  |  |  |
| **Response to feedback / questions** Presenter:- encourages and is receptive to questions- is able to clarify or expand upon ideas |  |  |  |  |
| **Effectiveness**Presentation:- is appropriate for target audience - is informative and useful |  |  |  |  |

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| Feedback |
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