**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 effective  Pacing:  - rate of speech was appropriate  Poise:  - 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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