

PRESENTATION EVALUATION/FEEDBACK FORM

Presenter Name:

Your presentation will be evaluated using the following scale in each of the categories below.

[illegible]

1. Introduction	1	2	3	4	5
▪ Got our attention					
▪ Gave a preview of presentation					

Comments:

2. Organization	1	2	3	4	5
<ul style="list-style-type: none"> ▪ Easy to follow? ▪ Did the overall presentation have an introduction, a stated objective, a body with supporting material, and a definite conclusion? 					

Comments:

3. Creativity	1	2	3	4	5
<ul style="list-style-type: none"> Did the presenter show creative thinking in the method of development and presentation? Did the presenter get the audience involved in “learning” the material? Was the content audience centered? 					

Comments:

4. Meeting assignment objectives	1	2	3	4	5
<ul style="list-style-type: none"> ▪ Did the presentation incorporate strong, effective supporting materials throughout? ▪ Did the presenter give clear and concrete explanations and examples? 					

Comments:

5. Delivery	1	2	3	4	5
<ul style="list-style-type: none"> ▪ Eye contact ▪ Volume, vocal variety ▪ Nonverbal body language (fidgeting, posture, gestures, etc.) ▪ Verbal fillers (ah, um) ▪ Did the speaker show sincerity or enthusiasm when they spoke? 					

Comments:

6. Visual aid(s):	1	2	3	4	5
<ul style="list-style-type: none"> ▪ Usefulness: helped to explain, clarify, create interest, etc. ▪ Appearance of visual aid: aids credibility, large enough, professional looking ▪ Handling of visual: knew how to use equipment, everyone could see, didn't pass inappropriately around, etc. 					

Comments:

7. Conclusion	1	2	3	4	5
<ul style="list-style-type: none"> ▪ Ended with a summary ▪ Had finality to cap off presentation 					

Comments:

OTHER COMMENTS: