

PRESENTATION EVALUATION FORM

Presenter: _____ Topic: _____ Evaluator (optional) _____

Please circle the number representing your evaluation with 1 being Unacceptable, 3 representing Expected Performance and 5 indicating Exceptional.

	Unacceptable		Expected			Exceptional		Comments
1. CONTENT	1	2	3	4	5			
1.1 Topic appropriate								
1.2 Importance to practice/ usefulness			1	2	3	4	5	
1.3 Adequate background of topic			1	2	3	4	5	
1.4 General topic adequately covered			1	2	3	4	5	
1.5 Specific issues well discussed			1	2	3	4	5	
1.6 Provided differing viewpoints			1	2	3	4	5	
1.7 Offered own professional judgment			1	2	3	4	5	
1.8 Provided a conclusion/ recommendation			1	2	3	4	5	
2. VISUALS AND MATERIALS								
2.1 Number of slides/ overheads			1	2	3	4	5	
2.2 Quality of slides/ overheads			1	2	3	4	5	
2.3 Effective use of visuals			1	2	3	4	5	
2.4 Usefulness of handout material			1	2	3	4	5	
3. PRESENTATION	1	2	3	4	5			
3.1 Voice appropriate								
3.2 Speed of talk			1	2	3	4	5	
3.3 Stance/ posture/ appearance			1	2	3	4	5	
3.4 Rapport with audience			1	2	3	4	5	
3.5 Was interesting			1	2	3	4	5	
3.6 Was confident			1	2	3	4	5	
3.7 Began/ finished on time			1	2	3	4	5	
4. QUESTION PERIOD								
4.1 Adequate time			1	2	3	4	5	
4.2 Listened to questions			1	2	3	4	5	
4.3 Understood questions			1	2	3	4	5	
4.4 Responded appropriately			1	2	3	4	5	
4.5 Demonstrated mastery of topic			1	2	3	4	5	
4.6 Provided supporting data			1	2	3	4	5	
4.7 Gave own judgment/ professional opinion			1	2	3	4	5	
5. OVERALL EVALUATION			1	2	3	4	5	