**Presentation Evaluation Form**

|  |  |
| --- | --- |
| **Presenter:** **Date:** **Topic:**  | **Evaluator*****(circle one)*** **Instructor Student**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Presentation Effectiveness Criteria**POOR  |  |  | AVERAGE  |  |  | EXCELLENT |  |
| ***To what extent did the presentation represent the following features?*** | **0**  | **10** | **20**  | **30** | **40** | **50** | **60** | **70** | **80** | **90**  | **100** |
|  Purpose communicated clearly. |  |  |  |  |  |  |  |  |  |  |   |
|  Organized and easy to follow. |  |  |  |  |  |  |  |  |  |  |   |
|  Presenter exhibited a good understanding of topic. |  |  |  |  |  |  |  |  |  |  |   |
|  Presenter addressed all objectives. |  |  |  |  |  |  |  |  |  |  |   |
|  Presenter was well prepared. |  |  |  |  |  |  |  |  |  |  |   |
|  Presenter spoke clearly/effectively |  |  |  |  |  |  |  |  |  |   |  |
|  Slides enhanced presentation. |  |  |  |  |  |  |  |  |  |   |  |
|  Presenter responded effectively to  audience questions and comments. |  |  |  |  |  |  |  |  |  |  |   |
|  Presentation engaged audience. |  |  |  |  |  |  |  |  |  |  |  |

--What did you like most about the presentation?

--What areas might you suggest for improvement not listed above?