**Presentation Evaluation Form**

Presentation Grade [5 = Excellent (A); 4 = Good (AB); 3 = Satisfactory (B); 2 = Some problems (BC); 1 = Many problems (C); 0 = Did not present (F); NA = not applicable]:

________________________________________

Presenter(s): _____________________________________________________________

Topic: __________________________________________________________________

1. **Introduction**: Did the introduction capture your interest? Was necessary background given? Was a clear purpose conveyed?

2. **Organization**: Was there a clear organization? Were transitions between sections clear and effective? Did the organization lead to a clear conclusion?

3. **Content**: Did the speakers support their points? Was the supporting material relevant, up to date?

4. **Visual Aids**: Were visual aids used effectively and appropriately, carefully prepared?

5. **Conclusion**: Were key points reinforced? Was a sense of closure provided? If appropriate, was a course of action proposed?

6. **Delivery**: Was/were the speaker(s) natural, enthusiastic? Did they speak clearly? Were appropriate gestures, posture, expressions used?

7. **Discussion**: Were questions answered accurately, clearly, effectively?

8. **General Comments** (use back):