

Presentation Evaluation Form

Presenter: _____

Date: _____

Topic: _____

Presentation Effectiveness Criteria

<i>To what extent did the presentation represent the following features?</i>	Yes	Needs Work	No	Comments
1. Purpose communicated clearly.				
2. Organized and easy to follow.				
3. Presenter exhibited a good understanding of topic.				
4. Presenter was well-prepared.				
5. Presenter spoke clearly/effectively				
6. Time for presentation used effectively.				
7. Slides enhanced presentation.				
8. Presenter responded effectively to audience questions and comments.				
9. Presentation was done in a way that engaged audience.				

10. What did you like most about the presentation?

11. What areas might you suggest for improvement not listed above?