

Presentation evaluation form

Presenter: _____

		Poor	Fair	Average	Good	Excellent
Planning	<i>Easy to follow a red thread & story</i>	1	2	3	4	5
	<i>Clear take home message</i>	1	2	3	4	5
	<i>Impactful opening</i>	1	2	3	4	5
	<i>Impactful closing</i>	1	2	3	4	5

Presence	<i>Body language</i>	1	2	3	4	5
	<i>Clear voice with good pace</i>	1	2	3	4	5
	<i>Professional and confident</i>	1	2	3	4	5

Presentation	<i>Appropriate use of media</i>	1	2	3	4	5
	<i>Logical flow of section/ideas</i>	1	2	3	4	5
	<i>Slides presented and not just shown</i>	1	2	3	4	5

Circle any of the following words that sum up your feelings about the talk

powerful	engaging	boring	difficult	interesting
credible	professional	complicated	authoritative	weak
convincing	logical	simple	fast	overloaded

What the presenter did well:

What the presenter should improve: