Presentation Evaluation Form

Presenter: _____

Evaluator
(circle one)

Date: _____ Faculty Postdoc Student Other

Organization of Presentation

To what extent did the presentation represent the following features?	**Great**	**Ok**	**Needs work**	**Comments**
Presentation tailored to the audience?				
Stated the **Situation** from the audience's perspective.				
Clearly stated **Problem** that this work addresses.				
Clearly stated Key Message (i.e. **Answer** or **Solution**)				
Effectively explained major results & impact of results?				
Clearly stated **Next Steps**				

Figures and Components

To what extent did the presentation represent the following features?	**Great**	**Ok**	**Needs work**	**Comments**
Were figures easy to read & clearly explained?				
Amount of information on a slide (appropriate balance of text and visuals)				

Presentation Style

To what extent did the presentation represent the following features?	**Great**	**Ok**	**Needs work**	**Comments**
Speak loud enough and at a good pace?				
Talk and not read?				
Minimize verbal fillers (ah, um)				
Nonverbal body language (posture, gestures, etc.)				
Make effective transitions; did it flow?				
Time for presentation used effectively				
Respond well to questions?				

1. What did you like most about the presentation?
2. What areas might you suggest for improvement not listed above?