

EVALUATION FORM

SPEAKER: _____ **DATE:** _____

Score each category as “Δ” (Needs improvement), “OK” (Adequate), or “+” (Done well). Write a comment explaining each “Δ” and “+”

___ 1. Introduction: Was the introduction interesting; was a motivation 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: Were individual points developed; was the supporting material relevant?

___ 4. Visual Aids: Were visual aids carefully prepared; were they used effectively and appropriately?

___ 5. Conclusion: Were key points reinforced; was a sense of closure provided; if appropriate, was a course of action proposed?

___ 6. Delivery: Was the speaker natural, enthusiastic, and clear; were appropriate gestures, posture, expressions used?

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

General Comments (use back):

EVALUATION FORM

SPEAKER: _____ **DATE:** _____

1. The introduction captured my interest and conveyed a clear purpose.

Disagree

Agree

Strongly Agree

2. The organization was clear with effective transitions and led to a clear conclusion.

Disagree

Agree

Strongly Agree

3. Important points were developed and supported by relevant material.

Disagree

Agree

Strongly Agree

4. Visual aids were carefully prepared and used effectively and appropriately.

Disagree

Agree

Strongly Agree

5. Key points were emphasized and a sense of closure was provided.

Disagree

Agree

Strongly Agree

6. The speaker used appropriate gestures and posture and was natural, enthusiastic and understandable.

Disagree

Agree

Strongly Agree

7. Questions were answered accurately, clearly, effectively.

Disagree

Agree

Strongly Agree

General Comments (use back):

EVALUATION FORM

SPEAKER: _____ DATE: _____

1. The introduction captured my interest and conveyed a clear purpose.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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2. The organization was clear with effective transitions and led to a clear conclusion.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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3. Important points were developed and supported by relevant material.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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4. Visual aids were carefully prepared and used effectively and appropriately.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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5. Key points were emphasized and a sense of closure was provided.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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6. The speaker used appropriate gestures and posture and was natural, enthusiastic and understandable.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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7. Questions were answered accurately, clearly, effectively.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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General Comments (use back):

EVALUATION FORM

SPEAKER: _____

Rate the Group Presentation (5= Excellent; 1= Poor NA= not applicable). Comments would be helpful.

___ 1. Introduction: Was the introduction captivating; was adequate motivation 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: Were individual points developed; was the supporting material relevant?

___ 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 the speaker natural, enthusiastic; did they speak clearly; were appropriate gestures, posture, expressions used

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

___ 8. Overall Rating

General Comments (use back):