Presentation Evaluation Form

Presenter’s Name:

## Instructions:

* Mark within the indicated range 1-5.
* Do ask questions at the end of the presentation.
* Give constructive advice to help the presenter improve their performance.
* Discuss ways to improve presentation skills.

## Marking categories: 1 – not very successful; 2 – could be better; 3 – average; 4 – quite good; 5 – very good

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| --- | --- |
| 1. Clarity of speaking - could you hear the presenter properly and clearly? | **1 2 3 4 5** |
| 1. How was the about the pace (speed of delivery)? | **1 2 3 4 5** |
| 1. Clarity of language – could you understand everything said? | **1 2 3 4 5** |
| 1. Clarity of matter – could you understand the content presented? | **1 2 3 4 5** |
| 1. How would you rate the audio-visuals including the PPT and any video? | **1 2 3 4 5** |
| 1. Was the method right (structure of presentation)? | **1 2 3 4 5** |
| 1. Was the presentation interesting and engaging (e.g. presenter interacted with audience)? | **1 2 3 4 5** |
| 1. How was the presenter’s manner  i.e. body language (posture, stance, eye contact…)? | **1 2 3 4 5** |
| 1. Was the presenter able to answer the questions asked? | **1 2 3 4 5** |
| 1. How would you rate the presentation overall? | **1 2 3 4 5** |

Please give one or two points to help the presenter improve their next presentation.

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