

Rename the file as (initial of the presenter) underscore (reviewer initial): e.g., AB_EK
GRADUATE STUDENT EVALUATION FORM FOR ORAL PRESENTATIONS

Speaker's name: _____ Evaluated by: _____ Date: _____
 Topic _____

Indicate the appropriate score from 1 = *poor, no, or negative* to 10= *excellent, yes or positive*

Presentation		Score										
1.	Voice (volume, modulation and enunciation)	1	2	3	4	5	6	7	8	9	10	N/A
2.	Enthusiasm and energy	1	2	3	4	5	6	7	8	9	10	N/A
3.	Eye contact with audience	1	2	3	4	5	6	7	8	9	10	N/A
4.	Preparation / rehearsal (notes, well-developed slides)	1	2	3	4	5	6	7	8	9	10	N/A
5.	Pace of presentation	1	2	3	4	5	6	7	8	9	10	N/A
6.	Body positioning	1	2	3	4	5	6	7	8	9	10	N/A
7.	Avoidance of distracting behaviour	1	2	3	4	5	6	7	8	9	10	N/A
8.	Use of visual aids	1	2	3	4	5	6	7	8	9	10	N/A
Content												
1.	Motivation of the study	1	2	3	4	5	6	7	8	9	10	N/A
2.	Clarity, correctness and conciseness	1	2	3	4	5	6	7	8	9	10	N/A
3.	Summary and conclusions	1	2	3	4	5	6	7	8	9	10	N/A
4.	Outline & overall organization of presentation	1	2	3	4	5	6	7	8	9	10	N/A
5.	Transition between sections	1	2	3	4	5	6	7	8	9	10	N/A
6.	Appropriateness for specific audience	1	2	3	4	5	6	7	8	9	10	N/A
7.	Length of talk (timing)	1	2	3	4	5	6	7	8	9	10	N/A
8.	Handling of questions	1	2	3	4	5	6	7	8	9	10	N/A
Comments:												

What worked well: (please write legibly)

What improvements could be made: (please write legibly)

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Instructions:

- Each presenter will get 15 minutes.
- After each talk, there will be 5 min allocated for questions.
- Each audience member/student will provide feedback in written format for each presenter, using the forms provided.
- Each speaker will receive these forms as well as feedback from the instructor.

Notes about evaluation:

Details about the Rubric for Evaluating the Presentation
Speaker's Voice and Intonations: <i>How does the presenter speak? How does this affect the overall quality of the talk? Do they speak quietly, too fast, too casually?</i>
Interest Grabbing: <i>Does the speaker, either by their manner or topic, grab your interest? Do they hold your interest? How?</i>
Eye Contact and Gestures: <i>How does the speaker communicate physically? Do they gesture with their arms enough/too much? Do they move their eyes around the room, or do they stare at one person?</i>
Distracting Behaviour: <i>Is there anything distracting about the speaker? Why is it distracting? How does this affect the talk?</i>
Use of Notes: <i>Does the speaker use notes? If so, do they do so effectively? How does this affect their ability to communicate? Was the speaker distracted by their own notes? As an audience, were you distracted by the fact that speaker was referring to their notes too often?</i>
Visual Aid Use (optional): <i>Does the speaker use visual aids? Which? Are they effective? Why?</i>
Topic Introduction: <i>Does the speaker introduce the topic suitable for a broader audience? Is it helpful?</i>
Outline: <i>Does the speaker give an outline? Did the outline give you enough information to understand what the talk was about?</i>
Main Talk: <i>Do the topics that are covered during the main part of the talk relate to the outline and the overall theme of the talk?</i> Note: a summary of the talk is NOT required, but the topic should be woven in throughout to help you communicate the overall feel of the presentation.
Summary and Closing: <i>Does the speaker close the talk in some way? How does the talk conclude? Is it a useful way to finish? Why?</i>
Structure of the presentation: <i>Organization of ideas, flow of the presentation, efficacy of communication.</i>
Pre-assessment of Audience: <i>Did the speaker pre-assess the audience in your opinion (e.g., knowing the background of rest of the students)? Did the assessment (or lack of) affect the presentation?</i>
Time Limit: <i>Was a time limit set? Did they abide by it? Why or why not?</i>
Question Session: <i>How does the speaker handle questions? Do they answer all the questions, or just some? How do they choose which questions to answer?</i>
Quality of the Slides: <i>Was there any obvious error in terms of grammar, spelling?</i>