

Presentation Feedback Form

Presentation Skills

Comments

- Appropriate attire for customer meeting ☐ Yes ☐ No
- Proper introductions ☐ Yes ☐ No
- Sufficient eye contact with the audience ☐ Yes ☐ No
- Good posture and gestures ☐ Yes ☐ No
- Rate of speech is normal ☐ Yes ☐ No

Presentation Content

Comments

- Agenda/overview shown ☐ Yes ☐ No
- Sufficient explanation of process ☐ Yes ☐ No
- Process graphics & formulas are referenced ☐ Yes ☐ No
- Hardware photo & topology shown ☐ Yes ☐ No
- Visualization screenshot shown ☐ Yes ☐ No
- Function Block graphics shown ☐ Yes ☐ No
- Software design shown ☐ Yes ☐ No
- Excel used for process charts ☐ Yes ☐ No
- Clear summary of results shown ☐ Yes ☐ No
- All information is relevant ☐ Yes ☐ No
- Text on slides is not lengthy ☐ Yes ☐ No
- No typos are present on slides ☐ Yes ☐ No
- Presentation completed on time ☐ Yes ☐ No

Answers to Questions

Comments

- Answers to questions were thorough ☐ Yes ☐ No
- Answers to questions were correct ☐ Yes ☐ No
- Appropriate response given re: unknowns ☐ Yes ☐ No
- Presenter represented company well ☐ Yes ☐ No

Overall impression of the presentation (*Would you contract the company for this application?*):