CSCI-471 Professional Communications

Research Presentation Evaluation Form – Video Presentations

Your Name:

Speaker: Topic:

# Instructions

You should have access to the videos you have been assigned to review for the class.

Do not compare this presentation to any other presentation. Evaluate each one independently. As you watch each video, be prepared to rate it on four categories: **Visuals, Content, Organization,** and **Presentation Style.** You will also provide an **Overall Assessment.** In each category, you will enter a number from 0 to 100 that represents your opinion for the given component. You will also have a short section to give commentary for each category. Numerical ranges and suggested meanings are:

95 – 100 Excellent or outstanding  
 85 – 94 Very good (minor improvements needed)  
 75 – 84 Good (more significant improvements needed)  
 50 – 74 Fair (barely adequate; major improvements needed)  
 0 – 49 Extremely poor (unacceptable)

Under each of the four categories are sets of *descriptors*. Each has a scale of “Strongly Agree” to “Strongly Disagree”; replace the  with an ‘X’ based on how well the performance adheres to the descriptor. Your selection for a descriptor should reinforce or inform your numerical rating of the category. You may also select ‘N/A’ if a descriptor does not apply to the current presentation. Generally, checking “Agree” or “Strongly Agree” would signify something positive, well done, or that added to the video; checking “Disagree” or “Strongly Disagree” would signify something negative, poorly done or distracted from the video; checking “No opinion” would indicate you were neutral with respect to that dimension of the talk. There is also a space in each section where you can leave feedback specific to that category. Under your overall assessment, there are additional questions to answer. Strive to make all of your feedback as helpful as possible.

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| --- | --- | --- | --- |
| **Overall Assessment** |  | Score \_\_\_\_/100 | |
| Did the presentation reflect adequate preparation? | | Yes | No |
|  | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Visuals and Video** | | | | | | Score | \_\_\_\_/100 |
| Strongly Disagree | Somewhat Disagree | No Opinion | Somewhat Agree | Strongly Agree | N/A | The Speaker’s... | Comments: |
|  |  |  |  |  |  | visuals were relevant |
|  |  |  |  |  |  | visuals were complete |
|  |  |  |  |  |  | visuals were accurate |
|  |  |  |  |  |  | visuals were well-integrated |
|  |  |  |  |  |  | visuals well-designed |
|  |  |  |  |  |  | visuals were easy to see |
|  |  |  |  |  |  | video quality was not distracting |
|  |  |  |  |  |  | audio quality was not distracting |
|  |  |  |  |  |  |  |  |
| **Content** | | | | | | Score | \_\_\_\_/100 |
| Strongly Disagree | Somewhat Disagree | No Opinion | Somewhat Agree | Strongly Agree | N/A | The presentation had... | Comments: |
|  |  |  |  |  |  | sufficient content provided |
|  |  |  |  |  |  | appropriate explanations |
|  |  |  |  |  |  | sufficient examples provided |
|  |  |  |  |  |  | the right scope for audience |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization** | | | | | | Score | \_\_\_\_/100 |
| Strongly Disagree | Somewhat Disagree | No Opinion | Somewhat Agree | Strongly Agree | N/A | The Speaker... | Comments: |
|  |  |  |  |  |  | gave an outline or agenda |  |
|  |  |  |  |  |  | provided transitions between ideas |  |
|  |  |  |  |  |  | organized their content logically |  |
|  |  |  |  |  |  | summarized their main points |  |
|  |  |  |  |  |  | clearly introduced their topic |  |
|  |  |  |  |  |  | made good use of time |  |
|  |  |  |  |  |  | offered conclusions |  |
|  |  |  |  |  |  |  |  |
| **Presentation Style** | | | | | | Score | \_\_\_\_/100 |
| Strongly Disagree | Somewhat Disagree | No Opinion | Somewhat Agree | Strongly Agree | N/A | The Speaker... | Comments: |
|  |  |  |  |  |  | Introduced themself |  |
|  |  |  |  |  |  | Dressed appropriately |  |
|  |  |  |  |  |  | Avoided distracting mannerisms & fillers |  |
|  |  |  |  |  |  | Appeared Enthusiastic |  |
|  |  |  |  |  |  | Paced the talk appropriately |
|  |  |  |  |  |  | Used professional language |
|  |  |  |  |  |  | Appeared poised & confident |
|  |  |  |  |  |  | Avoided monotone delivery |
|  |  |  |  |  |  | Spoke loud enough |
|  |  |  |  |  |  | Defined terms when needed |

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| What did you like most about this presentation? |
|  |
| What is the most significant thing that this speaker could improve upon? |
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