

Evaluation Form for Oral Presentations

Speaker: _____

Title of Talk: _____

Evaluator: _____

Evaluation of Presentation

Candidly, write your comments on the presentation, in particular, any suggestions that you would like to give to the speaker to improve his/her presentation. You may want to refer specifically to aspects listed in the box below. Recall that the speaker will NOT see your evaluation form.

	excellent	good	average	below average
Speaker's understanding of the topic				
Organization of material				
Presentation of material				
Quality of visual aids				
Treatment of questions				
Enjoyment level of talk				
Overall effectiveness				