

Evaluation Form for Oral Presentations

Topic: _____

Speakers: _____

Overall evaluation: 10 9 8 7 6 5 4 3 2 1
 Superior Average Inadequate Poor

Delivery	Comments
<p>Were the presenters enthusiastic about their topic?</p> <p>Were the presenters knowledgeable and well-rehearsed? Did they make frequent eye contact with the audience or mostly just read off the projection screen and/or computer screen?</p> <p>Did the presenters have any distracting mannerisms, such as frequently saying “um” and “like,” gesturing excessively, or frequently adjusting hair?</p> <p>Did the presenters speak clearly, loudly, and not too quickly?</p> <p>Were the transitions between presenters smooth? Did all group members participate equally?</p> <p>Did the presenters field questions with confidence?</p>	
Organization	
<p><i>Introduction:</i> Did the presenters capture your attention right away? Did they use relevant examples? Did you get enough background information to understand the system? Were the objectives stated clearly? Were the hypotheses rational?</p> <p><i>Methods:</i> Do you understand the approach? Do you know what was measured or observed?</p> <p><i>Results:</i> Were the figures easy to understand? Did the most important findings stand out?</p> <p><i>Closing:</i> Are the conclusions supported by the data? Did the presenters give reasonable explanations for the results?</p>	
Visual aids	
<p>Was each slide focused on just one idea?</p> <p>Was each slide displayed long enough for you to process it?</p> <p>Was the text easy to read? Were the characters large, and did they stand out against the background?</p> <p>Were colors and fonts used consistently?</p> <p>Were the graphs simple, clearly labeled, and comprehensible?</p> <p>Did the slides seem cluttered?</p> <p>Were animations used effectively to focus attention, or were they distracting?</p>	
Thoroughness (instructors only)	
<p>Did the presenters address all of the questions that were posed in the instructions for presentation?</p>	