

Presenter(s): _____

Evaluation Sheet for Presentation & Discussion	Needs Work	OK	Very Good
Content (Presentation)			
Is the opening interesting?			
Does the scope address the entire audience? Do you think everyone felt that the information was chosen with the entire audience in mind?			
How well did the presenter know the material?			
Was the presentation given clearly? Did you understand the material?			
Are unfamiliar terms explained?			
Was there an appropriate amount of information for the length of the presentation? Not too much info and not too little?			
Was the closing interesting?			
Does the presentation have a point?			
Content (Handout)			
Did the handout give useful information?			
Did the handout have an appropriate list of sources? (not Wikipedia)			
Did the handout include thoughtful questions?			
Was the handout grammatically correct and readable?			
Structure			
Is there a clear opening?			
Were there transitions between main points?			
Was there a closing?			
Was the presentation organized?			
Did you get lost anywhere?			
Delivery (cross out any non-applicable questions)			
How well did the presenters interact with the equipment?			
If there are slides, are they grammatically and mechanically correct?			
If there are slides, are they viewer friendly?			
Did the presenter make eye contact with you?			
Does the speaker use proper and interesting inflection? (Not monotone.)			
Does the speaker use appropriate body language? Not too many gestures, not too few?			
Did the presenters speak clearly?			
Did the presenters have a good pace? Not too fast, not too slow?			
Did the presenters avoid fillers (um, ah, you knows)?			
Did the presenters interact with the audience?			
Discussion			
Were the group's questions thought-provoking?			
Did the group select interesting passages for the class to discuss?			
Did the group give you sufficient time to think about/discuss their questions?			
Overall			
Did this presentation feel well prepared and thoughtful?			
Is the presentation/discussion last 15 minutes?			
How well did the speaker judge the audience?			
Was the presentation informative?			
Was the presentation engaging?			
Did the presenters teach you something? Did you gain anything from the presentation?			

PLEASE FLIP TO THE OTHER SIDE

With your comments from the other side in mind, select a grade from the following.

A	B	C	D	F
Mostly "Very Good" (No "Needs Work")	Mostly "OK" with some "Very Good" with few/no "Needs Work"	A mix of "OK" with more "Needs Work" than "OK"	Mostly "Needs Work"	Almost entirely "Needs Work"
Memorable, would be a model for future presentations	Completes the entire assignment well, though not spectacularly	Assignment is OK, but is missing some qualities that would raise it to "B" level	Assignment is technically complete, but lacking in significant ways	Major parts of the assignment were left incomplete, done poorly.
Top 10	Most Presentations Fall Here			

What is your number one piece of advice for this group?

What did the group do really well?

What is the piece of information you remember most?