

Presenter \_\_\_\_\_ Date \_\_\_\_\_

## EVALUATION OF SEMINAR PRESENTATION

ORGANIZATION : Consider the following:

Introduction (Did it prepare the audience?)

Flow of Thought

Summary (Did it summarize the main points?)

Timing

Grade:

PREPARATION: Consider the following:

Smoothness (Was the presentation well-rehearsed?)

Clarity (Could the audience understand?)

Visual Aids (Quantity? Quality?)

Explanation of Figures and Graphs  
(Was it adequate?)

Grade:

DELIVERY Consider the following:

Visual Contact with the Audience

Clarity of Speech

Tone of Voice

How well questions were answered

Grade:

OVERALL RATING:

Scale    D = Many serious deficiencies  
           C = A few major deficiencies  
           B = No major deficiencies or strong points  
           B+ = A few strong points; pretty good  
           A- = Many strong points; very good  
           A = Outstanding beyond description

Overall Grade: