

Speaker: _____

Evaluator: _____

Organization:	Mark one	weight 15
E - Well thought out, smooth flow, clear take home message		
S - Discussion could be followed and supported the point of the presentation.		
U - Talk did not flow well, point of talk not clear		
Presentation style:	Mark one	weight 15
E - Comfortable, confident, easily understood, good eye contact, appropriate speed, effective use of visual aids, in command of subject		
S - Easily understood, some nervousness, awareness of audience, adequate interaction with visual aids, good knowledge of subject		
U - No eye contact, very nervous, difficult to understand, too fast or too slow, annoying mannerisms, questionable confidence with subject.		
Visual aids:	Mark one	weight 25
E - Easy to read and understand, conveyed important information, attractive		
S - Generally easy to understand, relevant to the subject of the talk		
U - Difficult to understand, not that useful in conveying the material		
Content:	Mark one	weight 30
E - All important results presented, material well explained, appropriate length		
S - Most results covered, explanations could be understood, appropriate length		
U - More substantial information needed, explanation not understandable or logical, too much or too little for talk length		
Question and Answer:	Mark one	weight 15
E - Clear, concise, well explained answers, answered question that was asked		
S - Most questions answered well		
U - Difficult to understand, incorrect, or did not answer questions asked		
Overall Evaluation:	Mark one	score
E - Strong, interesting, informative talk		
S - Solid talk with valuable information		
U - In need of improvement		