# Presentation Evaluation Form

*If you are on the same learning programme as the person making the presentation then make a copy of this evaluation for yourself.*

<table>
<thead>
<tr>
<th>Loose categories:</th>
<th>1 Not very successful</th>
<th>2 Could be better</th>
<th>3 Average only</th>
<th>4 Quite Good</th>
<th>5 Very Good</th>
</tr>
</thead>
</table>

## Q1
**Clarity of speaking**
(Could you hear the speaker properly and clearly?)

## Q2
**How would you rate the audio-visuals?**
(Use of OHP, Board etc.)

## Q3
**Clarity of language**
(Could you understand everything [terminology etc.] said?)

## Q4
**What about body language?**
(Eye contact, speaking to everyone and not just to one or two individuals.)

## Q4
**What about the pace?**
(Speed of delivery.)

## Q5
**Was the structure and procedure right?**
(Intro, points, conclusion, use of notes, questions.)

## Q6
**How about answering questions at the end – how did that go?**

## Q7
**Beyond any particular aspects, how would you rate the presentation overall?**

## Q8
If there is one particular good or not so good observation you wish to make about the presentation that is not covered in the above questions, put the details in this box.