**PRESENTATION EVALUATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Excellent** | **Satisfactory** | **Needs work** |
| Introduced self and the topic |  |  |  |
| Captured the attention of the audience |  |  |  |
| Stated purpose and main idea of the presentation at the beginning |  |  |  |
| Organisation and preparation |  |  |  |
| Exhibited understanding of the topic |  |  |  |
| Explained major points |  |  |  |
| Made eye contact with the audience |  |  |  |
| Voice dynamics |  |  |  |
| Body language |  |  |  |
| Included effective visual aids |  |  |  |
| Personal presentation appearance, mannerism, character, comfort) |  |  |  |
| Dealing with questions from the audience |  |  |  |
| Overall evaluation |  |  |  |
| **Comments** |
| **One or two strengths of the presentation** |
| **One or two weaknesses of the presentation** |