# PRESENTATION EVALUATION FORM

# Marketing Presentation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Attributes** | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Background would enlighten an uninformed listener |  |  |  |  |  |  |
| No technical jargon used (not good to use it here) |  |  |  |  |  |  |
| Logical flow of the statement of market need |  |  |  |  |  |  |
| Effective in conveying *marketing* information |  |  |  |  |  |  |
| No distracting habits (gum chewing, etc.) |  |  |  |  |  |  |
| Appropriate visual aids |  |  |  |  |  |  |
| Presentation was well organized |  |  |  |  |  |  |
| Length of presentation was appropriate |  |  |  |  |  |  |
| Loudness of speech |  |  |  |  |  |  |
| Eye contact and expression |  |  |  |  |  |  |
| Did not stare at a paper while talking |  |  |  |  |  |  |
| Did not stare at slides with back towards audience |  |  |  |  |  |  |
| Postures and gestures |  |  |  |  |  |  |
| Appeared to have practiced for the presentation |  |  |  |  |  |  |
| Handled the questions well |  |  |  |  |  |  |

# Software Demonstration

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Attributes** | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Effective in conveying *usage* information |  |  |  |  |  |  |
| No distracting habits (gum chewing, etc.) |  |  |  |  |  |  |
| Demonstration was well organized |  |  |  |  |  |  |
| Length of demo was appropriate |  |  |  |  |  |  |
| Loudness of speech |  |  |  |  |  |  |
| Eye contact and expression |  |  |  |  |  |  |
| Did not stare at screen with back towards audience |  |  |  |  |  |  |
| Postures and gestures |  |  |  |  |  |  |
| Appeared to have practiced for the demo |  |  |  |  |  |  |
| Handled the questions well |  |  |  |  |  |  |

# Technical Presentation

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| --- | --- | --- | --- | --- | --- | --- |
| **Attributes** | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Background would enlighten an uninformed listener |  |  |  |  |  |  |
| Good technical jargon used |  |  |  |  |  |  |
| Effective in conveying *technical* information |  |  |  |  |  |  |
| No distracting habits (gum chewing, etc.) |  |  |  |  |  |  |
| Appropriate visual aids |  |  |  |  |  |  |
| Presentation was well organized |  |  |  |  |  |  |
| Length of presentation was appropriate |  |  |  |  |  |  |
| Loudness of speech |  |  |  |  |  |  |
| Eye contact and expression |  |  |  |  |  |  |
| Did not stare at a paper while talking |  |  |  |  |  |  |
| Did not stare at slides with back towards audience |  |  |  |  |  |  |
| Postures and gestures |  |  |  |  |  |  |
| Appeared to have practiced for the presentation |  |  |  |  |  |  |
| Handled the questions well |  |  |  |  |  |  |

# Handout

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Attributes** | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Eye-catching |  |  |  |  |  |  |
| Background would enlighten an uninformed reader |  |  |  |  |  |  |
| Handout was well organized |  |  |  |  |  |  |
| Clearly identifies market need |  |  |  |  |  |  |
| Left no questions unanswered |  |  |  |  |  |  |
| Clearly identifies additional sources of information |  |  |  |  |  |  |
| Clearly identifies contact information |  |  |  |  |  |  |

# Overall Presentation

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| --- | --- | --- | --- | --- | --- | --- |
| **Attributes** | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Dress/Attire |  |  |  |  |  |  |
| Professionalism and teamwork |  |  |  |  |  |  |