**PRESENTATION EVALUATION FORM**

**Instruction:**

* Mark within the range of 10 marks
* Do ask questions at the end of any presentation (they should be invited by the speaker!).
* The idea at the end of all the presentations is to offer constructive advice and not meaningless criticism; to discuss ways to improve presentation skills; to evaluate, give feedback and help.
* There is no point in ‘loading’ your evaluation so that it looks good because the speaker is a ‘mate’ – you do them no favors at all, especially given the fact that there may be an assessed presentation later in the course.

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| **No.** | **Item** | **Marks** | **Total Marks** |
| **1** | **Interaction with audience**  (Eye contact, speaking to everyone and not just to one or two individuals, faced the audience, no reading from screen.) |  | 10 |
| **2** | **Clarity of voice and pronunciation**  (Could you hear the speaker properly and clearly? Could you understand everything said?) |  | 10 |
| **3** | **Handout and Slide show**  (Creative and useful in learning process) |  | 10 |
| **4** | **Questions and Answer**  (How about answering questions at the end – how did that go? Adequately answering the questions) |  | 10 |
| **5** | **Organization and structuring of presentation.**  (Logical order and transitions: Intro, points, conclusion, use of notes, questions, well organized?) |  | 10 |
| **6** | **Well Prepared**  (Convincing, persuading) |  | 10 |