Evaluation of Presentation

Organizer ________________________________ Date ________________

Organization of the talk (completeness, ordering of topics, etc.)
[ ] Excellent     [ ] Very Good     [ ] Satisfactory (Good)     [ ] Poor     [ ] Very deficient

Effectiveness of presentation materials (legible slides, relevant handouts, etc.)
[ ] Excellent     [ ] Very Good     [ ] Satisfactory (Good)     [ ] Poor     [ ] Very deficient

Effective oral communication skills (audible, clear pronunciation, good intonation, well-chosen words, flowing delivery, eye contact, appropriate dress, good answers to questions, etc.)
[ ] Excellent     [ ] Very Good     [ ] Satisfactory (Good)     [ ] Poor     [ ] Very deficient

Choice of technical details (interesting, representative, accurate, informative, detailed)
[ ] Excellent     [ ] Very Good     [ ] Satisfactory (Good)     [ ] Poor     [ ] Very deficient

Effective use of time (adequate division among multiple topics, ended on time, allowed time for questions, etc.)
[ ] Excellent     [ ] Very Good     [ ] Satisfactory (Good)     [ ] Poor     [ ] Very deficient

Company:

Technical detail:

Report Submitted:

Supervisor’s evaluation received: