

Evaluation Form

Date: _____

Location: _____

Speaker(s): _____

Topic: _____

Host: _____

Audience: [Number: _____] [Age Range: _____]

Rate each item listed below using the following scale:

Excellent		Fair		Poor
5	4	3	2	1

Presentation Content

1. The objectives of the presentation were clearly stated. _____
2. The presentation accomplished the stated objectives. _____
3. The presentation content was useful _____
4. The level of content was appropriate for the audience. _____

Speaker Evaluation

1. The speaker was courteous. _____
2. The speaker was organized and well prepared. _____
3. The speaker's presentation style was effective. _____
4. The speaker encouraged participant interaction. _____

General Evaluation

1. What area(s), if any, could be added or emphasized more during the presentation?
2. What area(s), if any could be deleted or emphasized less during the presentation?
3. What improvements, if any, could be made to the presentation?

(Use the back of this form for any comments you would like to make about the presentation)