

Student meeting presentation evaluation form

This form is intended to help you evaluate student presentations. In general, a presentation can be marked on four aspects: structure, content, delivery and visual aids.

Presentation by: _____ Date: _____
 Evaluated by: _____

Aspect	Mark (1-5)	Comments
Structure		
The introduction: <ul style="list-style-type: none"> ◦ gets the attention of the audience and causes the audience to listen attentively (this can be done through, for instance, a provoking statement, a problem description, a direct question addressed to the audience, references to current affairs, etc.) ◦ explicitly states the aim of the presentation ("In the next 10 minutes I will show the advantages of method X over method Y"; "In the next 15 minutes I would like to take you through the steps I have taken in my research project to arrive at this goal", etc.) ◦ indicates the main outline of the presentation and explicates how the different topics are connected (so no "First something about x and then something about y", but "After that, we will describe the concepts that we developed on the basis of these criteria") 		
The body: <ul style="list-style-type: none"> ◦ is clearly structured: <ul style="list-style-type: none"> ◦ transitions between different parts of the presentation are always clearly marked ("That's as far as the advantages are concerned. Does that mean there are no disadvantages at all? In fact, there are. I would now like to discuss three of them...") ◦ main and minor points are easily discernible for the audience ("Before I go into this more elaborately, I would first like to give you a brief example of..") ◦ does not take up more time than necessary; the whole presentation should not be longer or shorter than agreed upon 		
The conclusion: <ul style="list-style-type: none"> ◦ briefly summarizes the whole presentation ◦ contains a clear conclusion ◦ has a clear ending (for example, the speaker comes back to the question posed in the introduction and now provides a clear answer to it, may fine-tune some of the bolder statements made in the introduction, etc.) 		
Content		
The problem: <ul style="list-style-type: none"> ◦ it is clear that this is an important problem to study (at least to some people) ◦ the contribution of the speaker towards solving the problem is clear 		
The amount of detail in the presentation: <ul style="list-style-type: none"> ◦ caters well for the audience's needs 		
Aspect	Mark (1-5)	Comments
The line of reasoning:		

<ul style="list-style-type: none"> ◦ is sound; does not contain any fallacies ◦ is logical: conclusions clearly follow each other ◦ is convincing; e.g. if a trade-off is made between concepts, it is done systematically and with the help of a table 		
<i>Delivery</i>		
<p>The speaker (m/f):</p> <ul style="list-style-type: none"> ◦ appears confident (stands up straight, weight is evenly distributed on both feet) ◦ is involved in the subject matter (makes use of hand gestures, speaks in a lively fashion and is enthusiastic) ◦ has contact with the audience (looks at the audience and does not read from notes; if the student writes on the board, he turns around at regular intervals in order to maintain contact with the audience) ◦ is pleasant to listen to (is easy to understand, talks calmly, clearly and in a lively fashion) ◦ after the presentation the student handles the questions in a professional manner (repeats them if necessary, gives a clear and precise answer, makes sure he maintains contact with the whole audience, after answering checks whether the questioner is satisfied with the answer) 		
<i>Visual Aids</i>		
<p>The slides:</p> <ul style="list-style-type: none"> ◦ the number of slides relates well to the length of the talk (e.g. 1-2 minutes/slide) ◦ strike a good balance between the use of text, figures/illustrations and formulas ◦ are well-designed (effort has been put into the layout, colour schemes and font type; all the slides have the same layout; the first slide contains the name of the speaker and a clear presentation title; every slide has a title that covers the content matter; the spelling is correct) ◦ are easy on the eye (there is a good colour contrast so that the text is legible; distracting special effects and noises are not used) ◦ are not too full (there are no more than 7 lines of 7 words per slide, tables are not too big and illustrations not too detailed) ◦ are handled well (larger tables or graphs are explained in stages. The speaker uses the computer skillfully and selects the next slide at the right moment) ◦ have a very high legibility (text is large enough; if necessary, illustrations have been adapted for PowerPoint use) 		
<i>Overall evaluation</i>		
very poor – weak – satisfactory – good – very good (1) (2) (3) (4) (5)		
Further explanation for given evaluation:		