

Diagnostic Challenge: Presentation Evaluation Form

Please use the following guidelines when filling out the evaluation form:

Poor	significant improvements needed; serious lapses in quality
Fair	more attention needed in this area; quality is below that expected
Good	a solid presentation; on par with expectations for speaker's level of training
Very good	high quality; stands out from the average speaker/presentation
Excellent	exceptional; no/minimal suggestions for improvements; it doesn't get much better than this!

Clinic Number: _____

First Speaker: _____

• Poise, physical presentation (posture, movements, gestures)	Poor	Fair	Good	Very good	Excellent
• Desire to communicate (animated, energetic), eye contact, use of laser pointer	Poor	Fair	Good	Very good	Excellent
• Use of voice (volume, rate, fluency), word choice (professional)	Poor	Fair	Good	Very good	Excellent

Second Speaker: _____

• Poise, physical presentation (posture, movements, gestures)	Poor	Fair	Good	Very good	Excellent
• Desire to communicate (animated, energetic), eye contact, use of laser pointer	Poor	Fair	Good	Very good	Excellent
• Use of voice (volume, rate, fluency), word choice (professional)	Poor	Fair	Good	Very good	Excellent

Third Speaker: _____

• Poise, physical presentation (posture, movements, gestures)	Poor	Fair	Good	Very good	Excellent
• Desire to communicate (animated, energetic), eye contact, use of laser pointer	Poor	Fair	Good	Very good	Excellent
• Use of voice (volume, rate, fluency), word choice (professional)	Poor	Fair	Good	Very good	Excellent

Fourth Speaker: _____

• Poise, physical presentation (posture, movements, gestures)	Poor	Fair	Good	Very good	Excellent
• Desire to communicate (animated, energetic), eye contact, use of laser pointer	Poor	Fair	Good	Very good	Excellent
• Use of voice (volume, rate, fluency), word choice (professional)	Poor	Fair	Good	Very good	Excellent

GROUP

• Preparation & depth of knowledge of topic	Poor	Fair	Good	Very good	Excellent
• Introduction	Poor	Fair	Good	Very good	Excellent
• Clarity of sequence of presentation	Poor	Fair	Good	Very good	Excellent
• Conclusion	Poor	Fair	Good	Very good	Excellent
• Selection/use of AV aids	Poor	Fair	Good	Very good	Excellent
• Ability to lead discussion / answer questions	Poor	Fair	Good	Very good	Excellent

COMMENTS: