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:**