NAME OF PRESENTER/DATE: ____________________________________________________________

Evaluate each of the following on a scale of 0-10. Write comments on each topic in the space provided under the item. On the back (or another sheet), summarize the main points of the talk.

Clear introduction with outline of talk
Explained problem and motivated work, sufficient background for non-specialists

Interesting, entertaining

Easy to understand, few or no equations, clear explanations, not too technical

Conclusive conclusion, with only a few main points

Effective use of visual material (e.g., transparencies, PowerPoint)
Text and figures large enough, good use of color, all axes labeled with units, defined all terms used, no annoying animation effects, high contrast between text and background, explained everything shown on each slide

Not too many slides

Presentation was not too short or too long; finished without rushing

Spoke clearly, slowly, and loudly enough, No “um” or “uh”

Talked to audience and not to screen

Answered questions well, repeated question, polite

Used humor, but not too much; enthusiastic, pleasant personality

Your name: _____________________________________________________________________