

# 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:**