Instructor Evaluation Form　　　Team_____Time_____

The following is the evaluation form we will use to evaluate the presentations in the *Presenting4Success* workshop. It can also be used to evaluate yourself after every presentation.

Rate the speaker on each point: 5 = Excellent　　　3 = Average　　　1 = Poor

INTRODUCTION		DELIVERY	
Captured the audience's attention	1 2 3 4 5	Timed and paced appropriately	1 2 3 4 5
Introduced themselves clearly	1 2 3 4 5	Utilised eye contact with the audience	1 2 3 4 5
Related the topic to audience	1 2 3 4 5	Avoided distracting mannerisms	1 2 3 4 5
Established speaker credibility	1 2 3 4 5	Enunciated words clearly	1 2 3 4 5
Outlined the body of presentation	1 2 3 4 5	Used pauses effectively	1 2 3 4 5
BODY		Used vocal inflections for impact	1 2 3 4 5
Main points concise and effective	N/A	Utilised visual aids appropriately	N/A
Main points fully supported with data	N/A	Displayed energy and enthusiasm	1 2 3 4 5
Well organized delivery	1 2 3 4 5	Movement (with purpose) around the room	1 2 3 4 5
Language clear and meaningful	1 2 3 4 5	**OVERALL**	
Appropriate use of words	1 2 3 4 5	Handled Questions Effectively?	N/A
Transitions effective and memorable	1 2 3 4 5	Was the topic challenging?	N/A
CLOSING		Was the goal of the presentation met?	1 2 3 4 5
Summarised key points	N/A	Was the message adapted to the audience?	N/A
Memorable and motivating ending	N/A	Was the presentation within the time limit?	1 2 3 4 5
Provided next steps for audience	N/A	Was the audience captivated and moved?	1 2 3 4 5

What did the Team do exceptionally well? _____

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What should the Team pay special attention to next time? _____

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