Presentation Evaluation Form					
(Note: This form is only for <u>evaluators</u> . Presenters do <u>not</u> need to complete this form!)					
Today's date:					
Your name (romaji):					
Your ID number:					
Grading scale: 5=Grrrreat!, 4=Good, 3=Satisfactory, 2=So-so, 1=Not so good					
Presenter's name (romaji)	Presentation structure ⁽¹⁾	Slide quality ⁽²⁾	Content quality ⁽³⁾	Delivery ⁽⁴⁾	Overall impression ⁽⁵⁾

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(1) Presentation was well organized and included a title slide, overview slide, a slide for each of the 3 main points, and a summary slide. Speaker remembered to greet audience and say his/her name and the title of their presentation. Speaker remembered to say "This is the end of my presentation" and "Are there any questions?" (in that order).

(2) Effective use of color, layout, and font size. Slides were clear and readable.

(3) Presentation content and story message were well-researched and presenter's conclusions were supported by appropriate data.

(4) Good eye contact (with the whole room), appropriate gestures (hand, facial, etc.), clear voice (loud enough, pitch/tone variation, and no monotone). Did presenter just read slides/script, or actually "present" it? Was the speaker relaxed?

(5) General 'feeling' about all parts of the presentation, including presenter's effective handling of questions, if any were asked. Was presentation entertaining, informative, and well done?