Speaker:

Date:

For questions, answer either yes or no. Please also provide some additional feedback, especially in the negative case.

For items asking for a summary rating, please give a number from 1 to 5, where 1 is poor and 5 is excellent.

1. Mechanics of Communication

Were the slides easy to read and not overcrowded?

Was the talk audible from every seat in the room?

Were all crucial slides presented for long enough?

Did the speaker avoid distractive movement and gesture?

Please provide a summary rating for mechanics of communication:

2. Presentation

Was the talk well presented (e.g., no major typos, no slides out of order, good time management)?

Did the speaker strive to keep the audience's attention (e.g., eye contact, varying voice and facial expression, movement, humour, mystery, surprise)?

Please provide a summary rating for the presentation:

3. Structure

Did the talk have a distinct introductory section, middle section, and concluding section?

Did the introduction make clear what the talk was about?

Did the middle section explain the main results, techniques, and terms clearly and correctly?

In the middle section, did the speaker strive to make subtle ideas simpler?

Did the conclusion summarize the important ideas and results?

Was it clear what the audience should take away from the talk?

Please provide a summary rating for the structure:

4. Discussion

Did the talk stimulate interesting questions?

Did the speaker come up with interesting questions?

5. Overall

Other Comments (e.g., strengths, suggestions for improvement)

Please provide an overall rating for the talk: