

## Audience Evaluation

**Evaluator name:** \_\_\_\_\_

**Presenter(s):** \_\_\_\_\_

**Topic:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Directions:** For each of the categories (Information, Clarity and Presentation) **circle the box** that best describes the presentation. Also be sure to answer the questions below about the presentation.

Category	<i>Exceeds Standards</i>	<i>Meets Standards</i>	<i>Needs Practice</i>	<i>Standards Not Met</i>
<b>Information</b>	Presentation was informative, interesting to audience, and taught us something about the subject.	The speaker included all the required information in a clear manner.	Only some of the required content or information was included in the presentation.	Little or none of the required information was included; content may be incorrect or wrong topic.
<b>Clarity</b>	Presenter explained all facts from the PowerPoint using understandable language and showed comfort with the content. Information was presented in a logical sequence.	Presenter explained most facts from the PowerPoint using understandable language. Information was presented in a logical sequence.	Presenter explained some facts from the PowerPoint but sometimes confused his/her audience. Organization was difficult to follow.	Presenter failed to explain facts from the PowerPoint. Organization seemed scattered.
<b>Presentation</b>	PowerPoint™ was visually pleasing and easy to read. Visuals accentuated the text from the slide. Presenter spoke clearly, audibly and at a good tempo.	PowerPoint™ easy to read. Visuals related to the slide text. Presenter spoke clearly most of the time.	PowerPoint™ was difficult to read. Visuals were not always related to the topic. Presenter spoke clearly some of the time but relied heavily on notes.	PowerPoint™ was difficult to read or distracting. Visuals were absent or unrelated to the topic. Presenter was difficult to hear and difficult to understand.

