

ORAL PRESENTATION EVALUATION FORM

PRESENTER (NAME): _____

PRESENTATION TITLE: _____

PROFESSIONAL _____ STUDENT _____ (CHECK ONE)

Content: Objectives or hypothesis clearly stated
 Methods described thoroughly yet concisely
 Data adequate and analysis appropriate
 Conclusions follow from results and are clearly summarized
 Ideas argued logically

Organization: Talk well organized
 Clear and reasonable pattern or progression of ideas
 Within allotted time period with time for questions

Graphics: Illustrations are clear and readable
 Visual aids not cluttered with unnecessary information
 Number of slides appropriate for conveying information

Style: Enunciation clear – not rushed or mumbled
 Eye contact with most/all of audience
 Presenter confident and enthusiastic
 Knowledgeable and courteous, poised responses to questions
 Appropriate attire

Scientific Contribution: Did this study add new information to science or management?
 Did this study change your way of thinking?
 Was this an innovative investigation of a question or problem?
 Is the study relevant to the subject matter?

	Unsatisfactory	Fair	Satisfactory	Good	Excellent
Content	1	2	3	4	5
Organization	1	2	3	4	5
Graphics	1	2	3	4	5
Style	1	2	3	4	5
Scientific Contribution	1	2	3	4	5

TOTAL SCORE: _____/25

COMMENTS:

POSTER EVALUATION FORM

AUTHOR/PRESENTER: _____

POSTER TITLE: _____

PROFESSIONAL _____ STUDENT _____ (CHECK ONE)

Content: Objectives or hypothesis clearly stated
 Methods described thoroughly yet concisely
 Data adequate and analysis appropriate
 Conclusions follow from results and are clearly summarized
 Ideas argued logically

Organization: Poster well organized, easy to follow
 Clear and reasonable pattern or progression of ideas
 Sections placed appropriately

Graphics: Illustrations are clear and readable
 Visual aids not cluttered with unnecessary information
 Visually appealing, eye catching, creative graphics

Style: Presenter was there to answer questions and explain content
 Knowledgeable, courteous, and poised response to questions
 Appropriate attire
 Presenter confident and enthusiastic, good eye contact

Scientific Contribution: Did this study add new information to science or management?
 Did this study change your way of thinking?
 Was this an innovative investigation of a question or problem?
 Is the study relevant to the subject matter?

	Unsatisfactory	Fair	Satisfactory	Good	Excellent
Content	1	2	3	4	5
Organization	1	2	3	4	5
Graphics	1	2	3	4	5
Style	1	2	3	4	5
Scientific Contribution	1	2	3	4	5

TOTAL SCORE: _____/25

COMMENTS: