

INDIVIDUAL SPEAKER EVALUATION SHEET

Speaker:.....

Time Started:.....

Subject:.....

Time Finished:.....

Date:.....

Time Taken:.....

1. **Material**

Clarity: Points made clearly and without unnecessary detail?

Excel Very Good Good Fair Poor

Sequence: Points presented in logical easy-to-follow sequence?

Excel Very Good Good Fair Poor

Suitability: Terminology and the degree of technical detail suitable to this audience?

Very suitable OK Unsuitable

Coverage of subject:

Excel Very Good Good Fair Poor

Relevance of material to topic set:

Excel Very Good Good Fair Poor

The material presented indicated the speaker's knowledge and understanding of the subject was:

Deep Broad Adequate Superficial

Remarks

.....
.....
.....

2. **Presentation**

Opening: Did opening statements arouse your interest?

Yes No

Timing: Talk satisfactorily rounded off and completed within the allotted time?

Yes No

Did the speaker look at audience and maintain contact with them?

During talk:

Yes No

When using visual aids:

Yes No

Voice:

Volume: Suitable for easy listening?

Too Loud Too Quiet OK

Speed of delivery:

Too fast Too slow OK

Variation: Enough variety and intonation to maintain interest, avoid monotony, and give emphasis where required?

Excel Very Good Good Fair Poor

Remarks

.....
.....

INDIVIDUAL SPEAKER EVALUATION SHEET

3. Visual Aids

Quantity: Too Many OK Not Enough

Suitability: Did the slides/blackboard/computer graphics contain information of real assistance in communicating the speaker’s story?

Excel Very Good Good Fair Poor

Amount of information on slides/overheads Too much OK

Legibility: Were the visual aids easily readable by all the audience?

Excel Very Good Good Fair Poor

Was the use of pointer, lights distracting or annoying?

Yes No Sometimes

Remarks

.....
.....
.....

4. Answering of Questions

Did the speaker answer the questions well, giving concise and informative replies?

Excel Very Good Good Fair Poor

Remarks

.....
.....
.....

5. Summary – The talk as a Whole

The total effect achieved was: Excel Very Good Good Fair Poor

Achievement of objectives: Did the speaker achieve objectives?

.....
.....
.....

Conclusion: Did conclusion summarize main points and reinforce the “message”?

Yes No