

Presentation Evaluation Sheet

Presenter	
Title	Date
Evaluator	Type

Positives and Negatives

Find two things that the presenter did well and two things that need improvement. Focus on the elements of a presentation that we discussed in class: Preparation, Planning, Logic, Slides and Delivery.

Rating

Preparation & Planning	Is the presentation technically sound or does the business proposal make sense? Is it targeted to the right audience?	
Logic	How well does the presentation follow the logical structure of a technical/business presentation?	
Slides & Delivery	Are the slides high-quality? How well was the presentation delivered? Was it on time?	

Rating scale: 1=poor, 5=excellent