

## CMB Seminar Evaluation Form

Speaker : \_\_\_\_\_

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

5 =Superior    4 =Very Good    3 =Good    2 =Fair    1 =Poor

Please comment below on each item scored (1) or (5)

### INTRODUCTION

- \_\_\_\_\_ Gained attention
- \_\_\_\_\_ Established credibility
- \_\_\_\_\_ Provided background information
- \_\_\_\_\_ Has a smooth transition

### BODY

- \_\_\_\_\_ Main points clear
- \_\_\_\_\_ Well organized
- \_\_\_\_\_ Narrowed topic adequately
- \_\_\_\_\_ Showed adequate supporting data

### CONCLUSION

- \_\_\_\_\_ Summarized main points
- \_\_\_\_\_ Conveyed significance of the work
- \_\_\_\_\_ Stimulated audience response

### QUESTIONS AND ANSWERS

- \_\_\_\_\_ Gave clear, concise answers
- \_\_\_\_\_ Handled questions effectively

### VISUAL AID USAGE

- \_\_\_\_\_ Clear, legible, appropriate
- \_\_\_\_\_ Handled effectively
- \_\_\_\_\_ Clarified ideas

### DELIVERY

- \_\_\_\_\_ Articulate, clear, concise
- \_\_\_\_\_ Spoke loudly enough to be heard
- \_\_\_\_\_ Language concrete, simple, correct
- \_\_\_\_\_ Confident, pleasant
- \_\_\_\_\_ Interested and enthusiastic
- \_\_\_\_\_ Frequent eye contact
- \_\_\_\_\_ Developed ideas clearly

### OVERALL

- \_\_\_\_\_ Properly timed
- \_\_\_\_\_ Suitable to audience
- \_\_\_\_\_ Well prepared

### COMMENTS

What 3 strengths did you find in this presentation?

What 3 areas need improvement?

Additional comments?

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Evaluator Name: \_\_\_\_\_

Please return to the CMB office, E100 Given Courtyard, no later than one week after the seminar date.

Thank You.