

Presentation Evaluation

Presentation developer: _____

Date: _____

Title: _____

Target audience: _____

Include evaluation of audience needs.

Subject matter: _____

Good organization Main ideas are clear and simply stated. Ideas flow smoothly and logically. Little or no background information is needed, Key ideas are summarized.	yes	no	NA
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Pacing of presentation Presenter uses passages of “blank time” to aid in comprehension. Pace is slow enough that audience can keep up with it.	yes	no	NA
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Appropriate word usage Words are familiar to intended audience. New words are clearly defined. Two or fewer technical terms are used with definitions provided.	yes	no	NA
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Appropriate presentation style Tone is positive, personal and respectful. Audience is made to feel personally involved and motivated to watch.	yes	no	NA
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Appropriate length Less than 25 minutes, not including time for questions	yes	no	NA
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If longer, describe strategies to keep audience attention, ie, interactive activity

Content

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|--|-----|----|----|
| 1. Clear purpose of program is stated in title or introduction | yes | no | NA |
| 2. Content is useful to target audience needs and concerns | yes | no | NA |
| 3. Information is accurate, up-to-date, and free of error. | yes | no | NA |
| 4. Appropriate generalizations are drawn from the information presented | yes | no | NA |
| 5. Recommendations made will not result in harmful effects. | yes | no | NA |
| 6. Credible sources of information are used | yes | no | NA |
| 7. Presentation is free of sponsor or product bias | yes | no | NA |
| 8. Program meets needs of particular ethnic group if needed | yes | no | NA |
| 9. Program meets needs of socio-economic groups if needed (ie. food recommendations, lifestyle, cooking equipment) | yes | no | NA |

Support Materials

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|--|-----|----|----|
| Support materials are included to reinforce key ideas | yes | no | NA |
| Activities are included to reinforce key ideas | yes | no | NA |
| Evaluation strategy of audience is included (formal or informal) | yes | no | NA |
| References are provided when appropriate | yes | no | NA |

Overall evaluation, additional comments

