Communications II: Talk Evaluation Sheet

Part 1: Speaking

• Did the speaker appropriately incorporate the audience into the talk?
  (Agree) 5 ___ 4 ___ 3 ___ 2 ___ 1 ___  (Disagree) N/A ___
  Comments:

• Was the volume of the talk at a decent level?
  (Agree) 5 ___ 4 ___ 3 ___ 2 ___ 1 ___  (Disagree) N/A ___
  Comments:

• Was the pace of the talk appropriate?
  (Agree) 5 ___ 4 ___ 3 ___ 2 ___ 1 ___  (Disagree) N/A ___
  Comments:

• Did the speaker show enthusiasm for the material?
  (Agree) 5 ___ 4 ___ 3 ___ 2 ___ 1 ___  (Disagree) N/A ___
  Comments:

• Was the talk entertaining?
  (Agree) 5 ___ 4 ___ 3 ___ 2 ___ 1 ___  (Disagree) N/A ___
  Comments:

• Did the talk spark interest in the subject?
  (Agree) 5 ___ 4 ___ 3 ___ 2 ___ 1 ___  (Disagree) N/A ___
  Comments:

Part 2: Organization and Content

• Did the speaker appropriately move from more elementary to more advanced topics?
  (Agree) 5 ___ 4 ___ 3 ___ 2 ___ 1 ___  (Disagree) N/A ___
  Comments:
• Did the speaker concisely state the thesis or main point of the talk?
   (Agree) 5  4  3  2  1  (Disagree)  N/A
   Comments:

• Did the speaker point out what advances he or she made?
   (Agree) 5  4  3  2  1  (Disagree)  N/A
   Comments:

• Did the speaker say what is important/useful about this work?
   (Agree) 5  4  3  2  1  (Disagree)  N/A
   Comments:

• During the talk, did the speaker say where the talk was going or what he or she was trying to accomplish in the talk?
   (Agree) 5  4  3  2  1  (Disagree)  N/A
   Comments:

• Did the speaker leave out tedious details?
   (Agree) 5  4  3  2  1  (Disagree)  N/A
   Comments:

• Did the speaker give good references for the material?
   (Agree) 5  4  3  2  1  (Disagree)  N/A
   Comments:

• Was the speaker prepared to answer questions from the audience?
   (Agree) 5  4  3  2  1  (Disagree)  N/A
   Comments:

Part 3: Visual Mechanics
• Did the speaker avoid “bad” body language (e.g. staring at the floor)?
   (Agree) 5  4  3  2  1  (Disagree)  N/A
   Comments:
• Could you see the writing/symbols on the board/screen?

(Agree)  5 _____  4 _____  3 _____  2 _____  1 _____  (Disagree)  N/A _____

Comments:

• If many symbols were used, was an appropriate list of definitions given to the audience (on paper or the board/screen)?

(Agree)  5 _____  4 _____  3 _____  2 _____  1 _____  (Disagree)  N/A _____

Comments:

• Was particularly important material left on the board for a reasonable length of time?

(Agree)  5 _____  4 _____  3 _____  2 _____  1 _____  (Disagree)  N/A _____

Comments: