

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: