Evaluate this seminar on each of the following points using a rating scale of 1-2-3-4-5
(1 = poor; 2 = fair; 3 = acceptable; 4 = very good; 5 = exceptional)

_____ Preparation and Organization  Was the speaker well-prepared? Were topics in logical
order? Was time apportioned well? Was level of material appropriate to this group?
Were terms defined? Was there an introduction and a summary?

_____ Presentation and Delivery  Was the presentation too fast? too slow? Was the speaker
enthusiastic? Was eye contact maintained? Did the speaker use notes excessively? Did
the speaker seem to know what he/she was talking about? Were there disturbing
distractions or mannerisms? Did the speaker hold your interest?

_____ Quality and Use of Audiovisual Materials  Were materials pertinent to the topic?
Were materials carefully prepared? Were visual materials large enough? Were materials used
effectively?

_____ Ability to Answer Questions  Was the speaker able to answer questions from the
audience? Were questions answered with authority? Did you gain any new knowledge?

List several things that you think were especially positive about this speaker's seminar and its
presentation:

What suggestions would you make to improve this seminar?