

**SPEAKER EVALUATION SHEET**

**Speaker:**..... **Time Started:**.....

**Subject:**..... **Time Finished:**.....

**Date:**..... **Time Taken:**.....

**1. Material**

Clarity: Points made clearly and without unnecessary detail?  
Excel Very Good Good Fair Poor

Sequence: Points presented in logical easy-to-follow sequence?  
Excel Very Good Good Fair Poor

Suitability: Terminology and the degree of technical detail suitable to this audience?  
Very suitable OK Unsuitable

Coverage of subject: Excel Very Good Good Fair Poor

Relevance of material to topic set: Excel Very Good Good Fair Poor

The material presented indicated the speaker's knowledge and understanding of the subject was:  
Deep Broad Adequate Superficial

**Remarks**  
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**2. Presentation**

Opening: Did opening statements arouse your interest? Yes No

Timing: Talk satisfactorily rounded off and completed within the allotted time?  
Yes No

**Did the speaker look at audience and maintain contact with them?**

During talk: Yes No

When using visual aids: Yes No

Voice:  
Volume: Suitable for easy listening? Too Loud Too Quiet OK

Speed of delivery: Too fast Too slow OK

Variation: Enough variety and intonation to maintain interest, avoid monotony, and give emphasis where required?  
Excel Very Good Good Fair Poor

**Remarks**  
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**3. Visual Aids**

Quantity: Too Many OK Not Enough

Suitability: Did the slides/blackboard/computer graphics contain information of real assistance in communicating the speaker's story?

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Amount of information on slides/overheads Too much OK Too little

Legibility: Were the visual aids easily readable by all the audience?

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Was the use of pointer or lights distracting or annoying?

Yes No Sometimes

**Remarks**

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**4. Answering of Questions**

Did the speaker answer the questions well, giving concise and informative replies?

Excel Very Good Good Fair Poor

**Remarks**

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**5. Summary – The talk as a Whole**

The total effect achieved was: Excel Very Good Good Fair Poor

Achievement of objectives: Did the speaker achieve objectives?

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**Conclusion:** Did conclusion summarize main points and reinforce the “message”?

Yes No