

**Figure 3.6: Speaker Evaluation Form**

<b>Directions:</b> Use this template to evaluate the overall quality of a professional development presentation.			
	<b>Needs Improvement</b>	<b>Average</b>	<b>Excellent</b>
<b>The Message</b>			
<b>Purpose</b> States clear purpose or learning targets for the presentation			
<b>Content</b> Has knowledge of the material			
<b>Organizational Structure</b> Constructs a clear beginning, middle, and end			
<b>Visual Aids or Graphics</b> Uses visuals that help clarify the message			
<b>Handouts and Resources</b> Provides purposeful and supportive resources for the content			
<b>Response to Questions</b> Answers questions clearly and concisely			

## The Presentation

### Delivery

Provides interactive and engaging strategies

### Enthusiasm

Shows excitement and passion

### Voice and Tone

Uses varied voice volume and tone to keep audience engaged

### Audience Participation

Involves the audience

### Eye Contact

Maintains eye contact; doesn't read slides

### Body Language

Uses body language to convey passion

### Confidence

Looks comfortable presenting

### Comments: