



Speaker : \_\_\_\_\_

Date : \_\_\_\_\_

Topic: \_\_\_\_\_

**Please provide comments concerning the speaker's performance in the following areas:**

1. Knowledge displayed

2. Enthusiasm for the subject

3. Choice of technical level suitable for audience

4. Suitable structure for the seminar

5. Adequate introduction

6. Use of summaries at appropriate stages

7. Ability to time/pace the seminar

8. Clarity of explanations & helpful answers to questions (e.g. saying 'I don't know' when appropriate)

9. Presentation skills - eg. Relaxed, clear voice, sound grammar etc.

10. Clarity of visuals - layout, format etc.

Additional comments: