

Category	Score	Comments
The information was appropriate for the audience.	0	Was the presentation consistent with the invitation received by the audience? Was the presentation appropriate for who they are and what they need to understand?
The presentation was logically structured.	0	Did the structure have an easy-to-follow beginning, middle and end?
The information was easy for the audience to understand.	0	Would the audience be likely to understand the information presented? Was there a logical flow to the ideas?
The presentation used the right amount of data.	0	Was the focus on delivering data, or on putting data into context by telling the how and the why of it?
There was just the right amount of information.	0	Was one-third to one-half of the time available for audience questions? Did the presenter(s) pause?
The presentation was delivered conversationally.	0	Was the audience presented to, or conversed with?
The information was presented at just the right pace.	0	Did the words come out quickly, with appropriate enthusiasm? Did the presenter pause to allow the audience to absorb each idea?
Every visual added value.	0	Did the presenter separate the written word from the spoken? Was every visual absolutely critical to understanding?
Questions were answered effectively.	0	Were the answers to audience questions clear, concise and focused? Or did they ramble?
The presentation kept my attention.	0	Was I engaged with the ideas as they came by? Was I thinking about how I could apply the presenter's ideas to my own situation? Or was I doing (or thinking about) something else?
TOTAL	0	