

Evaluator's Name \_\_\_\_\_

**PLSC 491 - Horticulture Seminar  
Evaluation Sheet**

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

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

Please complete this evaluation form by rating the presentation in each category:

1 = Much above average (excellent)

3 = Average

5 = Much below average (very poor)

2 = Above average (good)

4 = Below average (poor)

Add your comments in the space to the right. Select those items where special praise is warranted or where you can offer specific suggestions for improvement.

<b>A. TOPIC AND ORGANIZATION</b>	<b>RATING</b>					<b>COMMENTS</b>
Topic selection	1	2	3	4	5	_____
Introduction/outline	1	2	3	4	5	_____
Background/literature review	1	2	3	4	5	_____
Information/content	1	2	3	4	5	_____
Conclusion/summary	1	2	3	4	5	_____
Overall preparation/ organization	1	2	3	4	5	_____

<b>B. PRESENTATION</b>						
Language/grammar	1	2	3	4	5	_____
Voice (quality/volume)	1	2	3	4	5	_____
Enthusiasm for topic	1	2	3	4	5	_____
Poise	1	2	3	4	5	_____
Body movements/gestures/posture	1	2	3	4	5	_____
Eye contact	1	2	3	4	5	_____
Pace and timing	1	2	3	4	5	_____

Check (✓) if presented informally \_\_\_\_\_, read from notes \_\_\_\_\_, or some of both \_\_\_\_\_.

<b>C. VISUAL AIDS</b>						
Quantity used	1	2	3	4	5	_____
Quality and appropriateness	1	2	3	4	5	_____

<b>D. KNOWLEDGE OF SUBJECT</b>						
Knowledgeable	1	2	3	4	5	_____
Answers to questions	1	2	3	4	5	_____

<b>E. ASSESSMENT OF SEMINAR</b>						
My overall ranking of this seminar is:	1	2	3	4	5	_____

**F. QUESTION:** \_\_\_\_\_

—

**ADDITIONAL COMMENTS:**