Speaker _____

Balance - Visual	Slides balance figures, text, white space; figures dominate, text minimal; clean, uncluttered background.		Slides dominated by small, cluttered text or pictures; insufficient text supporting images; distracting background.
Balance - Content	Presentation focuses on results & conclusions, with a reasonable introduction to problem context & succinct methods.		Too much time & space devoted to introducing the problem & describing methods; little time left for results & conclusions.
Text	Fonts readable throughout room (slides). Headings large, obvious, appropriate.		Text too small, lengthy blocks of text, no indentation, too much bold or italic.
Figures	Appropriate for point being made; neat, uncluttered, visible (large enough).		Off-point; hard to see (too small).
Presentation	Slide transitions simple & direct. No irrelevant animation effects & sounds (slides). Walks audience / viewer through data & results. Uses slides as a guide, does not read presentation from them. Kept to time limit		Lots of confusing visual transitions (animations, etc for slides). Does not guide audience / viewers through data & results. Reads presentation from slides. Talk is too long or too short.
Presence	Excited, enthusiastic, animated; eye contact with audience; spoke loudly & clearly enough to be understood; spoke at a reasonable pace; appropriate attire (e.g., business casual); controlled use of laser pointer.		Dull, lifeless delivery; spoke in monotone; spoke too softly or too quickly & without clear enunciation; little eye contact with audience, talked to screen or poster board; read from slides, poster, or paper; over-rehearsed.
Audience Questions	Answers were direct, clear, on-target		Answers incorrect, evasive, defensive, incoherent. No time left for questions.

Additional comments here: