**2IS95 SET seminar**

Reviewer’s name:

Date:

Presenter:

Topic:

**Topic.**

* Interesting? 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

* Relevant? 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

**Content**

* Was the topic well-researched? Did the presenter cover all major issues related to the topic discussed?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

* Was the presentation technically sound?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

* Was the level of details appropriate?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

**Presentation**

* Was the presentation easy to follow? Was there a clear introduction and conclusion? Was there a clear structure?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

* Did the speaker talk too slow or too fast? Did s/he articulate well?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

* Sensitivity to audience. Did the speaker maintain eye contact with all members of the class? Did s/he give you time to take notes as needed? Did s/he repeat the main ideas more than once? Did s/he make effective use of pauses, gestures, change in pace and pitch?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

* What can you say about the body language of the speaker?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

* Visual aids. Did the speaker make effective use of handouts, overheads and/or the blackboard? Were overheads or board writing large enough to see easily?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor . . . . . . . . . . . . . . . . . . . . outstanding

To help the speaker to improve his/her presentation skills, please provide additional comments.