

**MFC Capstone Presentation Evaluation****Presenter:****Evaluator:**

<b>Criteria</b>	<b>Score (0-10)</b>
<b>Objectives:</b> Were the goals clearly stated?	
<b>Body of presentation:</b> Was information well explained and relevant?	
<b>Conclusions / Recommendations:</b> Did they relate to the presentation objectives/content?	
<b>Organization:</b> Was there a logical flow to material and information?	
<b>Creativity:</b> Originality of ideas	
<b>Use of visual aids:</b> Good use of audiovisual equipment? Table/figures of high quality and well explained to audience?	
<b>Handling of questions and discussion period:</b> Were the questions well answered? Did speaker develop ideas and stimulate debate?	
<b>Targeted at audience:</b> Was the material presented at an appropriate degree of detail for the audience?	
<b>Presentation skills:</b> Presence, clarity, easy to hear, appropriate pacing, confident speech, etc.?	
<b>Time management:</b> Was the talk delivered within allotted time (12-15 min.)? If <b>Yes</b> , assign a value of 10; if <b>No</b> , deduct 1 mark for each minute over time	
<b>TOTAL (/100)</b>	

FOR3008 - 2021

## **Comments**