SOIL 500 graduate seminar feedback form

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

Presentation title & date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please provide written feedback*

**Content**

 Background:

 Methods:

 Results:

 Significance / Conclusions:

**Organization**

 Logical structure:

 Easy to follow:

**Delivery**

 Spoke clearly:

Eye contact:

 Enthusiasm:

 Jargon:

**Graphics /slides**

 Clear (font size):

 Relevance:

**Length & pace**

 30-40 minutes:

 Rushed:

**Questions**

 Well answered:

 Demonstrated knowledge of topic:

1 **recommendation** to focus on for future presentations:

Completing the Graduate Seminar Evaluation Form

This evaluation form is intended to provide graduate seminar speakers with constructive feedback that will improve the speaker’s future graduate seminars, defense seminars, conference presentations, lectures, job talks etc.

*Please provide written feedback for each section. Note not all details require comments; use check marks or similar annotation where appropriate; focus on strengths and challenges*

**Content:**

* Introduction / background explained relevance, clearly stated objectives, introduced study area
* Methods clearly and simply described
* Results highlighted key components, presented and explained data clearly, discussed implications
* Conclusion provided a clear, concise summary (next steps where appropriate)

**Organization:** Information presented as an interesting “story” in a logical, easy to follow sequence.

**Delivery:** Speech is clearly audible; technical terms used sparingly (no jargon or unexplained acronyms); engaged the audience; made eye contact

**Graphics / slides:**

* Clear, sufficient font size, contrasting colours, visually “pleasing”
* Relevant i.e. reinforced key points

**Length & pace:** 30-40 minutes (not too long, not too short), well-paced / not rushed

**Questions:** well answered, demonstrated good knowledge of the topic

**Recommendation:** If you could make 1 recommendation for this speaker to work on for their next seminar, what would it be?