



**Presentation Evaluation Form**  
*(To be completed by school or organization)*

In order to improve the quality and effectiveness of our presentations, we need your candid evaluation and comments. Please complete this form and return it to:

Emeline Alexis at Miami-Dade Transit Speakers' Bureau

**Thanks for your help!**

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Name of Speaker: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Location of Presentation: \_\_\_\_\_

Topic of Presentation: \_\_\_\_\_

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Please circle the appropriate response and add any additional comments:

- 1- Did this presentation cover what you had expected: \_\_\_\_\_yes \_\_\_\_\_no
- 2- Was it at the proper level for your group? \_\_\_\_\_too simple \_\_\_\_\_just right \_\_\_\_\_too advanced
- 3- Did your group seem interested in the presentation? \_\_\_\_\_yes \_\_\_\_\_no
- 4- Was the speaker easy to understand? \_\_\_\_\_yes- \_\_\_\_\_No
- 5- Speakers' knowledge of subject: \_\_\_poor \_\_\_fair \_\_\_good \_\_\_excellent
- 6- Was the printed material appropriate: \_\_\_\_\_yes \_\_\_\_\_no
- 7- Overall impression of presentation: \_\_\_\_\_
- 8- Suggestions for improvement: \_\_\_\_\_
- 9- Would your group like another speaker: \_\_\_\_\_yes \_\_\_\_\_no
- 10- Other topics or locations your group would be interested in:  
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