1. Did the student discuss the topic and abstract with you prior to submitting it? Did you review the slides before the presentation?

2. Was the topic appropriate for the audience?

3. How well was the presentation organized?

4. Were the slides well prepared and easy to read?

5. Did the speaker face the audience? Make eye contact? Did the speaker engage the audience and hold their attention?

6. Was the presentation 20 minutes long?

7. How well did the speaker answer questions?

8. Do you have any further constructive comments on the student’s presentation?