SEMINAR PRESENTATIONS
SAMPLE EVALUATION CRITERIA
Academic Appointments

The following factors could be taken into account in determining the effectiveness of seminar presentations.

These factors are presented as suggestions only, and should be modified according to the particular situation.

1. Presentation
   - clarity of speech
   - pacing (too fast? too slow? too static? varied?)
   - use of aids (effective use of handouts, overheads and other aids)
   - use of teaching strategies (questioning, signposting, eye contact)
   - enthusiasm
   - suitability of overall presentation for the size of the group and the topic

2. Content
   - appropriateness of the level of material
   - familiarity with the topic, including current research findings
   - use of relevant examples and illustrations (where appropriate)
   - appropriateness of the content of aids (handouts, overheads etc)

3. Organisation and Integration
   - logic and coherence of material
   - balance between different parts of the presentation
   - links to other areas (if appropriate)
   - relevance of all the parts to the whole