

Seminar Evaluation

These will be forwarded to her/him anonymously. I will distribute them to the speaker, and will also have a discussion with her/him.

1. General

Was the talk suitable to a “general audience of graduate students” or was it too narrowly focussed on the specialists? How much and what did you get out of this talk? Too difficult? Had the talk the right length?

2. Organization

a. *Introduction*

Was the introduction well presented? Context? Historical background? Motivation? Was the outline clear?

b. *Main Point*

Were the topics presented in logical order? Too many/few topics? Too many/few details? Overviews?

c. *Conclusions*

Were the conclusions well presented? Was the summary well presented? Recapitulation or highlights? Significance? Acknowledgments? Collaborators? Future Plans?

3. Slide presentation quality?

Slides too cluttered? Too wordy? Good text sizes/fonts? Color? Good “masters”? Title lines? Overlaps? Too many/few equations? Equations clear? Too many/few plots, schematics, images? Were the figures clearly labeled? Animations? Were the terms and notations reinforced?

4. Oral part

How well did the speaker express himself? Engaging? Confident? Enthusiastic? Did he/she speak distinctly, facing the audience? Eye contact? Hand gestures? Were his/her words clearly articulated? Good pace? Too fast? Speak up? Too softly? Good pauses & emphasis? Too many um’s, ah’s, *etc.*?

5. Summary

Strongest aspects of the talk? Weakest aspects of the talk? Generally, it was [terrific], [excellent], [very good], [good], [OK], [adequate], [fair], [poor]?