

**PRESENTATION EVALUATION FOR TECHNICAL INSTRUCTORS**

<b>NAME</b>		<b>ORGANISATION</b>		
<b>SUBJECT</b>		<b>DATE</b>		
<b>KEY</b>	<b>A → Acceptable</b>		<b>U/A → Unacceptable</b>	
<b>EVALUATION CRITERIA</b>	<b>REMARKS</b>		<b>A</b>	<b>A/U</b>
<b>FACILITIES</b>				
Classroom general				
Air conditioning				
Lighting				
Acoustics				
White board, overhead projector, video and other training aids.				
Environment				
Ablution facilities				
<b>COURSE MATERIAL</b>				
Content relevant to objective/scope				
Content in logical order				
Content sufficient to cover objective/scope				
Exam papers clear and understandable				
Difficulty level within limits				
<b>INSTRUCTIONAL TECHNIQUES</b>				
Effective use of voice				
Effective use of questions to Students				
Effective eye contact				
Effective use of body language				
Logical and clear explanations/descriptions given				
Enthusiasm during presentation				
Effective handling of questions from students				

