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!

Name of Speaker: ________________________________________________
Date of Presentation: _______________________________________________
Location of Presentation: ____________________________________________
Topic of Presentation: _____________________________________________

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:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________