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| **Presentation Evaluation Form** | | | |
| **Date\*：** | | | |
| **Presenter\*** |  | **Department\*** |  |
| **Presentation Type\*** | **□ Business Presentation**  **□ New Hire Training**  **□ Product Training**  **□ Presale Presentation** | **Presentation Date\*** |  |
| **Evaluation Criteria** | **Evaluation Content** | | **Score\*** |
| **1.Content Presentation** | **1. The presentation content is accurate and complete.** | |  |
| **2. The key points and advantages of the product are presented effectively.** | |  |
| **3. Suitable examples of functional applications are provided.** | |  |
| **4. The presentation content is easy for the audience to understand** | |  |
| **5. The speaker has a smooth, natural, and clear speaking style.** | |  |
| **2. Q&A Session** | **1. The presenter provides correct answers and explanations to questions.** | |  |
| **2. The presenter understands and responds appropriately to questions.** | |  |
| **3.System Operation** | **1. The presenter demonstrates smooth and proficient system operation.** | |  |
| **2. Adequate operation explanations and examples are provided** | |  |
| **Total Score** | | |  |
| **Recommendations and Comments** |  | | |