



**PCMA professional
DEVELOPMENT series**

Meeting Evaluation

Example of a Likert Scale format Please place an (X) under the response which best describes your opinion.

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
1. The speaker was prepared.					
2. The meeting room was comfortable.					
3. This meeting was a good use of your time.					

Common rating scales used in surveys:

- . Very Likely, Likely, Somewhat Likely, Not Very Likely
- . Excellent, Good, Fair, Poor
- . A Lot More, a Little More, The Same, A Little Less, A Lot Less
- . Highly Satisfied, Satisfied, Neither Satisfied nor Dissatisfied, Dissatisfied, Highly Dissatisfied
- . Far Above Average, Above Average, Average, Below Average, Far Below Average
- . High, Medium, Low
- . Very Important, Important, Somewhat Important, Not Very Important
- . Very Useful, Useful, Somewhat Useful, Not Very Useful
- . Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree
- . All the Time, Most of the Time, Some of the Time, Rarely or Never
- . Approve, Don't Care, Disapprove
- . Strongly in Favor, Moderately in Favor, Neutral, Moderately Opposed, Strongly Opposed
- . Very Concerned, A Little Concerned, Not At All Concerned
- . Very Interested, Interested, Somewhat Interested, Not At All Interested
- . Way Too Much, A Little Too Much, Just Right, Not Quite Enough, Not Nearly Enough

Note: May add “No Opinion,” “ Don’t Know,” “Don’t Care,” “Does Not Apply,” etc. to any of these scales, but place that choice apart from the rating scale.

Example of a semantic differential format: Below are two opposite terms (columns A and B) that describe possible responses to the following question. Please place an (X) under the response which best describes your opinion of the pre-program music.

A	Very Much	Some -what	Neither	Some -what	Very Much	B
Enjoyable						Unenjoyable
Motivating						Unmotivating
Appropriate						Not appropriate

Question #2 is an example of incorrect phrasing. Excellent Good Fair Poor

1. How would you rate the quality of the lunch? _____
2. Did the speaker fulfill all the objectives of the session? _____

A better question #2 would read “How would you rate the speakers’ ability to fulfill all the objectives of the session?”

Source: *Professional Meeting Management, third edition*, published by the Professional Convention Management Association