ORAL PRESENTATION EVALUATION FORM

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Element & Attribute Indicator Assessed** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | **Value** |
| **Organization**  Ability to deliver a logically structured presentation; introduction provides clear contextual information, effective transitions between topics and other speakers, and presentation includes an informative summary  *CS-1, CS-3* |  |  |  |  |  |  |  |  | /1 |
| **Design Process**  Ability to explain the design process including the importance of needs, specifications, concept generation, selection and evaluation.  *DE-1-3* |  |  |  |  |  |  |  |  | /2 |
| **Problem Analysis**  Ability to analyze and solve complex engineering problems and evaluates validity of the answers and results  *PA-3* |  |  |  |  |  |  |  |  | /2 |
| **Delivery (verbal)**  Ability to use diction, enunciation, volume, pacing and tone to effectively and professionally deliver the presentation.  *CS-2, CS-3* |  |  |  |  |  |  |  |  | /1 |
| **Delivery (non-verbal)**  Ability of the presenter(s) to:  • Speak easily with few aids (notes/ slides)  • Control posture and gestures  • Position oneself in relation to audience, podium & slides  • Control distractions (nervous habits, use of papers, etc.)  • Maintain audience attention  *CS-3* |  |  |  |  |  |  |  |  | /1 |
| **Visuals**  Ability to use visual aids that are well designed, skillfully used and seamlessly integrated into the presentation.  *CS-3* |  |  |  |  |  |  |  |  | /2 |
| **Question Period**  Ability to manage and respond to questions; gauges questioners’ understanding; is ability to clarify answers for diverse audience and objectives  *CS1, CS-3* |  |  |  |  |  |  |  |  | /1 |
| **Total Scores** |  |  |  |  |  |  |  |  | /10 |

In the space below, provide one question from your presentation that you think might be included on the final exam and provide the correct response.

Evaluated by: Presentation Number:

Signature: Date: