

Oral Technical Presentation Evaluation Form

Provide a grade (A highest, F lowest) and score (10 highest, 0 lowest) for sub-items. Provide a grade and score (maximum = 100) for each major category (I-XIV). Write *NA* for “not applicable” or “no answer”.

Speaker's Name: _____ Presentation type _____
 Presentation Title _____ Date _____

	<u>CATEGORY</u>	<u>FEATURES</u>	<u>Score</u>	<u>Grade</u>
I	OVERALL GRADE	A grade that suitably accounts for ALL aspects of the presentation.		
II	% UNDERSTOOD	What presentation % was clearly audience-understood?		
III	INTEREST Factor	Level of speaker-generated audience interest in the topic		
IV	IMPACT	Gauge the overall presentation IMPACT (on audience)		
V	TECHNICAL	Overall Technical Content Assessment		
	Technical detail	Speaker had command of technical material		
		Models used (level and details) were appropriate and correct		
		Technical information was accurate and adequate .		
		Technical concepts, details UNDERSTOOD (as presented))		
VI	SPEAKER IMAGE	Speaker acquired <u>positive image w/ audience</u>; appeared to be “in command” of the presentation information		
		Dress style suitable for “environment”		
		Mannerisms ok?		
VII	MECHANICS	Overall assessment of “<i>MECHANICS</i>”		
	Routine Mechanics	Introduced Topic, <i>laid foundation</i>, audience oriented & motivated		
		<i>Pres. title, speaker's name, references, acknowledgements</i>		
	Delivery Mechanics	<i>Delivery Quality</i> (overall)		
		<i>Smooth, well integrate, organized</i> Delivery		
		<i>Speaker clearly in command</i> of topic		
		Audience-responsive mechanics		
	Visual Mechanics	<i>Visuals</i> (overall)		
		High visual contrast used		
		Information hierarchy techniques used		
		Bullets kept <i>short</i>		
		Fonts easily read (font size, contrast, color)		
		Key features well labeled		
		The “ best ” labels were used (short, symbolic, accepted, etc.)		
		Best use of color		
		Figures well rendered		
		Figures, transparencies, tables not too busy		
		Title page, table of contents, modules, summary and conclusion pages included		
		Focus techniques employed well		
		Tight editing was evident		
		Extraneous information (not supporting of objectives) absent		

© James Holm-Kennedy 1996-2002

VIII	ORGANIZATION	Overall assessment of the information organization		
		Presentation organization fundamentals (title page, intro, body, summary/conclusion, transparency quality, etc.)		
		Objectives clear and well supported by presentation information		
		“Tight presentation”. No extraneous information (edited to directly support objectives only)		
		Appearance of a logical, systematic and smooth flow.		
		KISS principle employed (short and simple, as appropriate)		
		Model complexity assembled with absolute clarity		
IX	CONCEPT MANAGEMENT	All concepts were presented in best form with best representation?		
		Component ideas (modules = building blocks) were appropriately distinct and emphasized		
		Simplicity used (wherever feasible)		
		Complex ideas assembled using layering methods		
		Visual rather than verbal descriptions (where feasible)		
		Good use of key models		
		Idea complexity level most appropriate for objectives and time available		
		Complexity managed well (layering, etc.)		
		Technical information presented at correct level for time, objectives and audience level.		
		Analogies and examples best used to clarify difficult concepts.		
X	Assembly/Integration	The information was assembled in the best manner for audience understanding.		
		Time managed well		
		Organization: Information assembly was ideal		
		Module size was appropriate		
		Integration of modules (transitions) was ideal		
XI	Presentation Dynamics			
		Overall presentation had an intellectual dynamic feel?		
		No pronouns used (labels and nouns always used)		
		Pointer and other focus techniques well employed		
		Presentation delivery “speed” was ideal		
		Eye contact, listener awareness, etc, were good.		
		Speaker walked audience through figures		
XII	Analytical	Manage of mathematics and “theoretical” aspects		
XIII	Discussion/Questions	Discussion Management		
		Answered questions directly		
		Clarified/repeated questions when appropriate/needed		
		Figures used to support question answers/discussion		
		Encouraged/stimulated questions & discussion		
XIV	Other			

Place any comments on the back of page:

© James Holm-Kennedy, 1996-2002, minor update, 03-05-2003, N.Reed