STUDENT PAPER PRESENTATION EVALUATION FORM

Speaker: _____ Date:_____

Presentation Title: _____

Category	*Ratings*	*Comments*

Engineering Background, Problem Definition and Objectives → ☐
30

Was the problem clearly explained and easily understood?
Did the presenter show an awareness of relevant information?
Was the presenter knowledgeable about the subject matter?
Were the objectives of the project clearly identified early in the presentation?
Were the objectives appropriate, given the relevant information?

Presentation Format and Structure → ☐
30

Was an appropriate introduction included?
Was the flow of the presentation logical and easily followed?
Did the presentation include a convincing conclusion?
Were conclusions supported by information provided in the presentation?
Were conclusions in line with the stated objectives?
Was the presenter able to capture the interest of the audience?
Was sufficient detail of key elements provided?

Delivery → ☐
15

Did the presenter face the audience most of the time?
Was the information presented, rather than read from the visual aid?
Was the speaker prepared (prompt, familiar with equipment and room)?
Was the presentation appropriate in length (not too long or too short)?
Was the pace of the presentation appropriate (not too quick or too slow)?
Did the speaker handle questions with confidence and courtesy?

Physical Appearance, Voice and Manner → ☐
15

Was there evident enthusiasm shown for the subject matter?
Were appropriate hand and facial expressions used (no distracting habits)?
Could the speaker's voice be clearly heard? Did the pitch and pace change?
Were sentence structure, word usage and vocabulary accurate?
Were dress, grooming and decorum appropriate?

Visual Aids → ☐
10

Was the information on the visual aids easily read (size, contrast)?
Was there sufficient detail on the visual aids (not too much or too little)?

Total Score ☐
100