

## 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>
<b>I</b>	<b>OVERALL GRADE</b>	<b>A grade that suitably accounts for ALL aspects of the presentation.</b>		
<b>II</b>	<b>% UNDERSTOOD</b>	<b>What presentation % was clearly audience-understood?</b>		
<b>III</b>	<b>INTEREST Factor</b>	<b>Level of speaker-generated audience interest in the topic</b>		
<b>IV</b>	<b>IMPACT</b>	<b>Gauge the overall presentation IMPACT (on audience)</b>		
<b>V</b>	<b>TECHNICAL</b>	<b>Overall Technical Content Assessment</b>		
	<b>Technical detail</b>	Speaker had <b>command of technical material</b>		
		Models used (level and details) were appropriate and correct		
		Technical information was <b>accurate</b> and <b>adequate</b> .		
		<b>Technical concepts, details UNDERSTOOD</b> (as presented))		
<b>VI</b>	<b>SPEAKER IMAGE</b>	<b>Speaker acquired <u>positive image w/ audience</u>; appeared to be “in command” of the presentation information</b>		
		Dress style suitable for “environment”		
		Mannerisms ok?		
<b>VII</b>	<b>MECHANICS</b>	<b>Overall assessment of “MECHANICS”</b>		
	<b>Routine Mechanics</b>	<b>Introduced Topic, <i>laid foundation, audience oriented &amp; motivated</i></b>		
		<b><i>Pres. title, speaker’s name, references, acknowledgements</i></b>		
	<b>Delivery Mechanics</b>	<b><i>Delivery Quality</i></b> (overall)		
		<b><i>Smooth, well integrate, organized</i></b> Delivery		
		<i>Speaker clearly in command</i> of topic		
		Audience-responsive mechanics		
	<b>Visual Mechanics</b>	<b>Visuals</b> (overall)		
		High visual contrast used		
		Information hierarchy techniques used		
		Bullets kept <b>short</b>		
		Fonts easily read (font size, contrast, color)		
		Key features well <b>labeled</b>		
		The “ <b>best</b> ” <b>labels</b> 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		

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<b>VIII</b>	<b>ORGANIZATION</b>	<b>Overall assessment of the information organization</b>		
		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		
<b>IX</b>	<b>CONCEPT MANAGEMENT</b>	<b>All concepts were presented in best form with best representation?</b>		
		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.		
<b>X</b>	<b>Assembly/Integration</b>	<b>The information was assembled in the best manner for audience understanding.</b>		
		Time managed well		
		Organization: Information assembly was ideal		
		Module size was appropriate		
		Integration of modules (transitions) was ideal		
<b>XI</b>	<b>Presentation Dynamics</b>			
		<b>Overall presentation had an intellectual dynamic feel?</b>		
		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		
<b>XII</b>	<b>Analytical</b>	<b>Manage of mathematics and “theoretical” aspects</b>		
<b>XIII</b>	<b>Discussion/Questions</b>	<b>Discussion Management</b>		
		Answered questions directly		
		Clarified/repeated questions when appropriate/needed		
		Figures used to support question answers/discussion		
		Encouraged/stimulated questions & discussion		
<b>XIV</b>	<b>Other</b>			

**Place any comments on the back of page:**

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