

CS 376 Presentation Evaluation Form

The primary purpose of this form is to provide your fellow students with guidance and advice regarding what aspects of their presentations are currently in good shape, and what areas they need to work on improving. You can do them the most good by providing an honest and fair appraisal. This top sheet will be removed and returned to you - Do not place any identifying marks on any other page of this evaluation form.

Your name: _____ CS ID: _____ Score: _____ / 2.5

Presentation Subject: Business Presentations Section: 3:00 5:00 Date: _____

Evaluation Categories & Guidelines:

- Visual Aids - Are they readable, professional, and appropriate to the talk? Are there a suitable number for the talk being presented?
- Oral Presence - (What your ears hear.) Did the speaker speak clearly and loudly enough? Did (s)he use proper grammar and pronunciation, professionally and free from slang? Did (s)he avoid distracting filler words (like, um, you know)?
- Physical Presence - (What your eyes see.) Did the speaker face the audience and maintain uniform eye contact? Did (s)he use appropriate gestures and avoid distracting physical mannerisms? Did (s)he employ an appropriately professional posture?
- Organization - Did the talk flow logically from beginning to end? Did the beginning lay down the foundation for the rest of the talk? Did the conclusion wrap it up nicely?
- Overall Effectiveness - Did the speaker accomplish his / her goals? Overall was it a good talk? Was the speaker excessively nervous? Did (s)he handle questions and/or technical difficulties well? Did you gain something from listening to this talk?

Scoring Rubric:

- 1. Actually made the talk worse than if it hadn't been there at all.
0. Non-existent or completely valueless.
1. Below acceptable standards for a technical professional. This speaker really needs to concentrate on improving this aspect of their presentations.
2. Below average, but still okay. This speaker is "good enough" to be acceptable, but has plenty of room for improvement in this category.
3. Average. No better or worse than everyone else. By definition of "average", the mean of all scores given to all students should be around 3.0 at the beginning of the term, unless the class as a whole is better or worse than average, although the mean is expected to improve as the course progresses.
4. Noticeably better than the average, but this speaker still has some room for improvement.
5. Really very good. This speaker is fulfilling this category at the level of a technical professional, at least as good as the quality of the "professional" speakers seen as seminars.

Speaker number _____ Name: _____

Topic: _____

Visual Aids:	-1	0	1	2	3	4	5
Oral Presence:	-1	0	1	2	3	4	5
Physical Presence:	-1	0	1	2	3	4	5
Organization:	-1	0	1	2	3	4	5
Overall Effectiveness:	-1	0	1	2	3	4	5

Compliments:

Suggestions for Improvement:

Speaker number _____ Name: _____

Topic: _____

Visual Aids:	-1	0	1	2	3	4	5
Oral Presence:	-1	0	1	2	3	4	5
Physical Presence:	-1	0	1	2	3	4	5
Organization:	-1	0	1	2	3	4	5
Overall Effectiveness:	-1	0	1	2	3	4	5

Compliments:

Suggestions for Improvement: