

Presentation Evaluation Form

1. Technical Explanation (10 points) _____

- Effectively explains new information to audience
- Demonstrates understanding of how topic is important for mechanical engineers
- Is able to understand, interpret, and apply learned materials and concepts
- Uses references properly

2. Oral presentation (20 points) _____

a. Preparation (5)

- Speaks comfortably without notecards
- Uses proper American English
- Uses visual aides effectively
- Makes smooth presentation

b. Effectiveness of presentation (5)

- Presents well “mechanically” (does not block screen, doesn’t exhibit nervous behaviors, etc.)
- Makes eye contact
- Can be easily heard
- Finishes on time
- Explains slides effectively

c. Organization (5)

- Plans and delivers an oral presentation effectively; applies the principle of “(tell them)³”— is well organized
- Introduction is oriented to help audience understand the general topic
- Goals of talk are explained clearly
- Flow of thought: Items presented in logical order
- Summary and Conclusions: summarized main points

d. Group Cooperation (5)

- Material divided among group members appropriately
- Smooth transitions between group members’ presentations

3. Professionalism (5 points) _____

- Professional appearance
- Professional language
- Professional attitude

TOTAL POINTS _____

Team members: _____

Project Number, Title: _____

Date: _____ **Assessed by:** _____

