

CME780/MSE782-Literature and Lab
Technical Presentation Assessment Form

Author: _____

Reviewer: _____

Assignment: _____

Criteria	A	B	C	D	E	Score	Comments
Organization and Visual Style	Slides are expertly design and easy to read. Content is well organized and accurately supports the aims of the talk.	Slides are well designed. However, minor elements may be difficult to read, missing, or unnecessary.	Significant design problems; including sparse graphics or excessive text occasionally make the presentation difficult to follow.	Major deficiencies; MISSING PROPER CITATIONS of published work. Poor design, organization, or content significantly detract from talk.	Presentation lacks logical organization and/or is unprofessional in appearance/design.		
Presentation Style	Excellent verbal presentation. Clear, measured speech, appropriate pace, and inflection.	Clear presentation, with minor, slips or pauses, but none with disrupted flow or comprehension of talk. Stayed within time limits. (+/- 1 minute)	A few major missteps, or repeated minor pauses or awkward phrases ("ah", "um") which occasionally interrupted the talk. (Time: +/- 3 minutes)	Poor verbal communication and/or body language. Difficult to hear or understand. Significantly detracted from overall presentation.	Unprofessional language, attire, or attitude. Presentation style completely unacceptable for a technical talk.		
Graphics (Plots, Figures, Table, Schemas)	Graphics are informative, clear, uniformly designed, have titles, and significantly enhance the presentation.	Graphics are informative, and clearly designed, however may have inconsistent style, or lack titles.	Graphics have major design problems, are often difficult to read/interpret and occasionally detract from the presentation.	Graphics are poorly reproduced and/or not properly cited. Missing proper labels, units, or appropriate scales.	Graphics are largely absent, poorly designed, irrelevant, or unintelligible.		
Technical and Scientific Content	Detailed content; well supported conclusions, and insightful discussions.	Sufficient technical content, logically presented, with a few minor inconsistencies or misunderstandings.	Treatment of topic is general, and may lack detail, or adequate understanding of the topic.	Little or no technical details are presented and lacking scientific understanding of the topic area.	Talk is void of the required technical and scientific content.		
Overall Impression	Meets and exceeds all standards. Excellent work.	Presents content clearly and displays a firm grasp of the technical content.	Talk meets standards, but may contain several flaws in overall style and accuracy.	Major flaws in understanding, organization and presentation of information.	Unacceptable; Unprofessional talk including minimal technical content, and lacking organization.		
TOTAL SCORE:							

Comments:
