CM 4110/4120: Oral Report Evaluation Form

Evaluator: ____________________________ Date: ____________________________
Project Title: ____________________________ Cycle: _________________________
Team Number: ______ Start Time: ________ End Time: ______
Total Time: __________

CONTENT AND FORMATTING (25 PTS.)
☐ Presentation started with a title slide including a list of team members
☐ Slide showing the topical outline of the presentation was included
☐ Text and visual elements are clear and easy to read
☐ Appropriate references provided at the end of the presentation
☐ Slides are numbered for the convenience of the audience
☐ No spelling errors
☐ Formatting was consistent throughout presentation
☐ Presentation flowed nicely and information was presented in a logical order

TECHNICAL CONTENT (25 PTS.)
☐ Statement of purpose (project objectives) provided
☐ Sufficient background information to provide context for the project was provided
☐ Presentation included a PFD or Equipment Diagram as appropriate
☐ Problem solving strategy was discussed
☐ All relevant equations were presented as well as definitions of variables
☐ Correct results were achieved
☐ Results were correctly interpreted
☐ Logical conclusions were drawn from the results
☐ Appropriate recommendations were presented

PRESENTATION OF DATA (25 PTS.)
☐ All reported numerical results included units and an estimation of uncertainty for each value
☐ Appropriate method of error analysis was used
☐ Tables were used to show results where a single value or characteristic was reported
☐ Graphs were used to show trends in data
☐ Graphs and tables were easy to read, included a suitable title, and were correctly constructed
☐ Appropriate number of graphs or tables were included
☐ Axis on graphs were labeled and units were indicated

PROFESSIONALISM (25 PTS.)
☐ Voice rate was appropriate
☐ Voice was clear and audible
☐ Choice of language was appropriate
☐ Presenters showed confidence and poise
☐ Presenters made eye contact with the audience
☐ Presenters wore business casual clothing and were well groomed
☐ Presentation was completed within the allotted time

EVALUATOR COMMENTS:

Oral Presentation Grade: _____________ PTS.

C: 70 – 76  CD: 67 – 69  D: 60 – 66  F: < 60