

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

Points:

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

Points:

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

Points:

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**

Points:

EVALUATOR COMMENTS:

Oral Presentation Grade: _____ PTS.

Total
Score:

A: 90 – 100

AB: 87 – 89

B: 80 – 86

BC: 77 – 79

C: 70 – 76

CD: 67 – 69

D: 60 – 66

F: < 60