Technical Presentation Evaluation Form

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Instructions
1. Print two copies of this form.
2. Print your personal information in the top section.
3. Read the balance so that you know what is expected.
4. Bring these forms to your technical presentation.

Surname	Given Name(s)	UW Student ID Number
Topic		UW User ID

Date	Location	Evaluator

Organization **Comments:**

Time: ☐ < 12 min ☐ > 15 min ☐ > 15 min 30 s

Background:	poor	0	1	2	3	**4**	good
Logical flow of talk:	poor	0	1	2	3	**4**	good
Suitable for audience:	low	0	2	**4**	2	0	high
Technical background:	low	0	1	2	3	**4**	good

Common errors:
☐ Non-obvious acronyms not defined ☐ Your talk is an overview
☐ Stalling (not enough material) ☐ Rushing (too much material)
☐ Your talk is a marketing talk ☐ Your talk is a tutorial (as opposed to a technical presentation) /2

Quality of Overheads **Comments:**

Missing required slide(s): ☐ Title ☐ Outline ☐ Summary

Format/Layout:	poor	0	1	2	3	**4**	good
Readability:	poor	0	1	2	3	**4**	good
Font size:	too small	0	2	**4**	2	0	too large

Common errors:
☐ Slides too dense ☐ Multiple (unrelated) topics per slide
☐ Presenting raw data ☐ No images/table where appropriate
☐ Spelling errors ☐ Using JPEG for line drawings
☐ Grammatical errors ☐ Low resolution graphics
☐ Copied material not referenced /2

Presentation Style **Comments:**

Voice:	monotonic	0	1	2	3	**4**	appropriate
Volume:	too quiet	0	2	**4**	2	0	too loud
Enunciation:	poor	0	1	2	3	**4**	clear
Preparation:	poor	0	1	2	3	**4**	good
Posture:	too rigid	0	2	**4**	2	0	too relaxed

Common errors:
Focus on: ☐ Projector ☐ Screen ☐ Walls ☐ Notes
Repetition of: ☐ "um"/"ah" ☐ "like" ☐ "okay" ☐ Other: _____
☐ Excessive note reading ☐ Lack of enthusiasm/energy
☐ Blocking the screen ☐ Hesitating/lack of confidence
☐ Hands in pockets ☐ Nervous habit: _____ /2

Response to Questions **Comments:**

Ability to answer:	poor	0	1	2	3	**4**	good
Correctness:	poor	0	1	2	3	**4**	good
Manner:	poor	0	1	2	3	**4**	good

Common errors:
☐ Bluffing ☐ Evading questions /2

General Comments and Feedback

Per category: Good: 2/2 Acceptable: 1.5/2 Marginal: 1/2 Poor: 0.5/2 Unacceptable: 0/2 **Total Mark: /8**
Additional comments and feedback on the reverse of this form ☐ Pass (6+/8) ☐ Fail (< 6/8)