## Technical Presentation Evaluation Form

### 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.

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name(s)</th>
<th>UW Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Topic</th>
<th>UW User ID</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Evaluator</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### Organization

- **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)

### Quality of Overheads

- **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

### Presentation Style

- **Voice:**
  - ☐ monotonic
  - ☐ too quiet
  - ☐ too loud
- **Volume:**
  - ☐ 0 2 4 2 0
  - ☐ clear
  - ☐ good
- **Enunciation:**
  - ☐ too rigid
  - ☐ too relaxed
- **Preparation:**
  - ☐ poor
  - ☐ good
- **Posture:**
  - ☐ too rigid
  - ☐ 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:

### Response to Questions

- **Ability to answer:**
  - ☐ poor
  - ☐ good
- **Correctness:**
  - ☐ poor
  - ☐ good
- **Manner:**
  - ☐ poor
  - ☐ good

### Common errors:

- ☐ Bluffing
- ☐ Evading questions

## 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)