

Graduate Seminar Presentation Evaluation

Presenter Name: \_\_\_\_\_

Date: \_\_\_\_\_

	Does not meet expectations (1)	Meet expectations (2)	Exceeds expectations (3)	Score
<b>Organization</b>	<ul style="list-style-type: none"> <li>Poorly organized</li> <li>Audience cannot understand presentation because there is no sequence of information</li> </ul>	<ul style="list-style-type: none"> <li>Properly organized and clearly stated objectives</li> <li>Logical sequence and transitions between sections is clear so that the audience can follow</li> </ul>	<ul style="list-style-type: none"> <li>Well-organized and clear with a concise description of the objectives</li> <li>Logical and interesting sequence with smooth transition between topics so that the audience can fully follow</li> </ul>	
<b>Scope</b>	<ul style="list-style-type: none"> <li>Broader area, necessity of presented work and objectives are either missing or vaguely presented</li> </ul>	<ul style="list-style-type: none"> <li>Broader area (big picture), necessity of the presented work and objectives are properly presented</li> </ul>	<ul style="list-style-type: none"> <li>Broader area, necessity of presented work and objects are well-articulated</li> </ul>	
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Methodology is poorly presented and described</li> </ul>	<ul style="list-style-type: none"> <li>The methodology is presented in a simple way, understandable by the audience</li> </ul>	<ul style="list-style-type: none"> <li>Methodology is well-presented and tied well to the objectives</li> </ul>	
<b>Results</b>	<ul style="list-style-type: none"> <li>Results are poorly presented without any systematic progression</li> </ul>	<ul style="list-style-type: none"> <li>Results are presented and described clearly in a systematic way, understandable by the audience</li> </ul>	<ul style="list-style-type: none"> <li>Results are presented in a systematic and coherent way that is easy to follow and understand</li> </ul>	
<b>Conclusions</b>	<ul style="list-style-type: none"> <li>Conclusions are vague and not well-related to the objectives</li> </ul>	<ul style="list-style-type: none"> <li>Conclusions are concise and clear, and related to the objectives</li> </ul>	<ul style="list-style-type: none"> <li>Conclusions are concise and clear, and related to the objectives. They also highlight how the presented work contributes to the broader area</li> </ul>	
<b>Use of Communication Aids</b>	<ul style="list-style-type: none"> <li>Communication aids are poorly utilized or used inappropriately</li> <li>Font size is too small and/or diagrams/sketches are not properly labeled or are too small/unclear</li> <li>Too much information is included</li> </ul>	<ul style="list-style-type: none"> <li>Communication aids are effectively utilized in the presentation. The font size is appropriate and diagrams/sketches are properly labelled</li> <li>Appropriate information is included</li> </ul>	<ul style="list-style-type: none"> <li>Communication aids enhance the presentation. The font size is appropriate and diagrams/sketches are properly labelled and completely clear</li> <li>Information is presented and organized in a way to maximize audience comprehension</li> </ul>	
<b>Subject Knowledge</b>	<ul style="list-style-type: none"> <li>Speaker does not have the grasp of information and cannot satisfactorily answer questions about the subject</li> <li>Explanations of concepts and/or theories are inaccurate or incomplete or unsupported</li> </ul>	<ul style="list-style-type: none"> <li>Speaker exhibit knowledge of subject matter and answers with confidence</li> <li>Explanations of concepts and theories are accurate</li> </ul>	<ul style="list-style-type: none"> <li>Speaker demonstrates full grasp on the topic by answering all questions with explanations and elaboration</li> <li>Speaker provides accurate and complete explanations of concepts and theories</li> </ul>	
<b>Presentation style</b>	<ul style="list-style-type: none"> <li>Reads from slides with no eye contact</li> <li>No engagement with audience</li> <li>Mumbles and body language reveals a reluctance to interact with audience</li> </ul>	<ul style="list-style-type: none"> <li>Maintains eye contact most of the time but frequently returns to slides</li> <li>Engaged with audience</li> <li>Voice is clear and body language reflects comfort interacting with audience</li> </ul>	<ul style="list-style-type: none"> <li>Maintains eye contact and returns to slides only when needed</li> <li>Engaged with audience throughout the presentation</li> <li>Voice is clear and body language reflects comfort and confidence interacting with audience</li> </ul>	

Comments: \_\_\_\_\_