

Florida International University
Department of Mechanical and Materials Engineering

Evaluation of Oral Presentation

Speaker(s): [1] _____ [2] _____ [3] _____

Date: _____ Note: Up to three speakers can be evaluated in this form. Please indicate accordingly.

Category (Score Definition: 0 – Unsatisfactory; 1-Satisfactory; 2-Excellent. A fraction can also be assigned)	Score [1]	Score [2]	Score [3]
Introduction: Did speaker begin effectively? Was the purpose and content of this talk made clear? Comments:			
Organization: Was the talk well organized into parts that followed in a logical order? Comments:			
Knowledge: Was the speaker knowledgeable of the main points of the topic? Was the technical contents explained adequately? Comments:			
Conclusion: Did the speaker summarize the main points of the talk? Was the talk ended effectively? Comments:			
Voice and Mannerism: Eye contact, confidence, gestures, enunciation, speed, volume, pitch, etc. Comments:			
Audio-Visual Aids: Were they appropriate, easily read, and easily understood? Comments:			
Response to Questions: Did the response relate to the question(s) asked? Comments:			
Overall Evaluation: (0) Unsatisfactory (1) Satisfactory (2) Excellent Overall Comments:			

Evaluated by: _____ Date: _____