IN-CLASS
PRESENTATION EVALUATION FORM

Team number: ___ Project Description: ____________________________ Date: ________

Content (25 points)
Coverage – highlights of whole project?
Coverage – addressed assigned points?
Clarity of development of points? ________
No jargon or unexplained acronyms?
Pitched well to audience?

Organization (25 points)
Well prepared, well organized?
Is level of treatment appropriate, not overly detailed nor too general?
Is presentation easy to follow, smooth continuity? ________
Structure – followed assigned structure, sequence?

Delivery (25 points)
Engaging presentation style, energetic, enthusiastic?
Smooth transition, if use more than one presenter?
Well practiced, rehearsed?
No reading from notes (just speak to points on overheads)? ________
Clear, good volume and enunciation, no mumbling?
Did not go over time (or significantly under)?
Efficient, avoided stumbling, confusion, blank spots?

Format (15 points)
Overheads not too busy, font large enough to read?
Visuals (e.g., key screen shots) used supportively?
Good use of graphics (e.g., diagrams), if appropriate? ________
No misspellings, poor grammar, misuse of words?

Overall exceptional excellence (10 points)
These are discretionary points for us to reward the teams with the very best presentations. We will be conservative with these points. It is not a negative reflection on your presentation if you don't get some or all of these points.

Total ________

Comments: