

Evaluation Form for Oral Presentation of **FUNCTIONAL & ENGINEERING SPECIFICATIONS**

COE/EE 1195 Engineering Practice & Professional Development

Speaker _____ Topic _____
Speaker _____

Grading scale: (1-poor , 1.5 , 2-fair , 2.5 , 3-good , 3.5 , 4-very good , 4.5 , 5-excellent)

Start time _____ * Stop time _____ ** Total time _____ (min)

*Stop time recorded when speaker asks for questions. **Total time does not include time for questions

- 1) Good introduction of all project members and the project topic _____
- 2) Brief background information was stated for the project.
(Initial problem and solution to the problem were specified clearly) _____
- 3) The process used to obtain the functional requirements of the project was briefly explained _____
- 4) Utilized an engineering specifications list to satisfy the functional requirements _____
- 5) Demonstrated customers' (functional) requirements were translated into measurable
Engineering design targets for identified critical parameters. _____
- 6) Speaker clearly described how their hardware will be connected together to form a system
(Block diagram was used to identify the key components of the system) _____
- 7) Speaker used a flowchart to describe how their system will work and interface with the user.
(Flowchart was used to identify the flow of information in the system and interaction with the user) _____
- 8) Speaker accurately depicted the main features of their product with a drawing
(Main functional requirements are satisfied by showing how this was done using their drawing) _____
- 9) All speakers in the group talked loud enough (used sound system) to easily be heard by the audience
Speaker used proper grammar, and correct words for the technical level of the audience _____
- 10) Quality of visual aids (easy to read and good color choices for theme and scheme).
Visual aids (slides) were not overcrowded (main points only) _____
- 11) Good use of allotted time (at least 5 minutes but no more than 6 minutes) _____
- 12) Effectively answered the questions from the audience (NA if no questions were asked) _____
- 13) Overall quality of the presentation _____

Total Points _____

Comments:
