

MECH 226 Project 1 Presentation Evaluation

CONTENT (Group mark /7)

Features	Expectations
Introduction	Introduces topic and speakers, gives brief orientation to purpose and context, provides outline.
Strategy	Describes team's unique strategy: choices and tradeoffs made, and how these link to the scoring system. Content is accessible to audience.
Functional Composition	States functions, arranged from most to least deterministic. Includes function structure diagram. Content is accessible to audience.
Conceptual Solutions	Shows and describes several conceptual solutions. Content is accessible to audience.
Evaluation	Discusses evaluation, screening, and scoring approaches and justifies chosen concept. Includes supporting images. Content is accessible to audience.
Recommendations	Recommendations are stated strongly; reasoning for recommendations is clear and follows logically from previous information.
Conclusion	Main points adequately summarized. No new information given.

SLIDES/HANDOUT (Group mark /5)

Features	Expectations
Language and grammar	Slide text is clear, professional, and accessible. There are no grammatical errors; items in lists/bullets have parallel grammatical structure. Headings are consistent in grammatical structure.
Layout	The number of slides is appropriate and all slides are relevant. There is an appropriate balance of text and images. Slides do not appear cluttered.
Aesthetics	Slides are attractive and of professional quality. They have a basic, readable color scheme with good contrast. Styles and fonts are consistent.
Visibility	Visuals are clear, relevant, visible from a distance, and understandable at a glance. Fonts are at least size 24 pt.
Handout	Professional quality; readable (suitable font, color, and contrast); names are indicated; page and/or slide numbers are given; matches presentation slides

TEAMWORK (Group mark /1)

Features	Expectations
Overall team delivery	Team seems prepared. Presentation is consistent, well-planned, and rehearsed. Transitions between topics are smooth.

QUESTIONS/COMMENTS (Group mark /2)

Features	Expectations
Response to questions	The team is able to answer questions and does so confidently and gracefully. If the team does not know or is not certain about the answer, they maintain composure, answer to the best of their knowledge, and admit that they are unsure.
Response to criticism	The team handles criticism gracefully and is not defensive. They do not try to hide or cover up errors, or blame other people.

Group grade adjustment (if time exceeds 12 minutes):

TOTAL GROUP MARK: /15

INDIVIDUAL DELIVERY (Individual mark /10)

Features	Expectations
Attire	Student is dressed appropriately and professionally (no jeans/sweatpants, sneakers, hoodies, T-shirts, or very revealing clothing).
Eye contact	Direct, sustained. Looking at audience (not at screen or at just one or two people)
Facial expression	Natural, appropriate. Friendly, enthusiastic (but not distracting), professional.
Gestures	Natural and appropriate. Not too repetitive.
Posture	“Open,” confident, standing upright, facing audience, natural
Voice	Clear, audible, with varied tone. Volume and tone should be natural and professional, and should convey confidence. Words are properly enunciated; no mumbling or slurring.
Pace/speed	Varied, with adequate pauses. Does not seem to be rushing.
Language	Language is clear, professional, and accessible. No fillers, jargon, slang, or clichés are used.
Segues between speakers	Thanks previous speaker at beginning of their section, introduces new speaker and topic at the end of their section, uses transition statements.
Delivery method	The student uses the extemporaneous delivery method. They neither read a script nor “wing it”

Individual grade adjustment (if student presents significantly less than other team members):

TOTAL INDIVIDUAL MARK: /10

TOTAL GRADE: /25

ADDITIONAL COMMENTS: