Checklist and Evaluation Rubric for Mech 226 Team Oral Presentation

Style:	Informal
Requirements:	Prepare PowerPoint slides (no more than 2 per team member), and practise your team presentation
Time:	1.5 minute per team member

Introduction
- o Are all team members and their roles in the presentation introduced in logical order?
- o Is the content of the presentation previewed at the end of the introduction?

Content
- o Is the presentation organized into clear sections?
- o Is each new section previewed *and* briefly summarized?
- o Do graphics help to explain the main points?

Conclusion
- o Does the conclusion summarize the *entire* presentation (is it long enough)?

Delivery
- o Are the sections of your content well-coordinated?
- o Are previews and segues used? Do you demonstrate team cohesion?
- o Is there evidence of effective planning and preparation (finishing on time; using professional-looking slides)?

   Slides
   - o Are all slides numbered? Does each slide display the name of the appropriate speaker in the footer?
   - o Is all text on the slides properly proof-read? Is it in parallel form?

   Voice
   - o Do *all* team members speak loud enough? Do they enunciate (speak clearly)?
   - o Do they vary their pitch and talk at a normal pace (i.e., not too quickly or slowly)?

   Body Language
   - o Do *all* speakers stand up straight? Use effective hand/arm gestures? Avoid rocking, shuffling feet, pacing, crossing arms, putting hands in pockets, turning their backs to the audience?
   - o Do *all* team members make eye contact with the entire audience? Do they avoid reading excessively from notes?

Evaluation Rubric

Elements	Negative Features	Positive Features
Introduction	abrupt	effective
Eye contact	indirect, not sustained, looking at the screen/laptop, staring at somebody	direct, sustained
Facial expression	none or distracting	natural
Gestures	"closed", repetitive, lecturing, too few or too small, pointing	appropriate
Posture	tilted, slumped, leaning away, "closed", unnatural, hands in pockets, turning your back to the audience	"open", confident,
Voice	inaudible (poor projection)	clear; audible
Tone	monotonous or "pitching up"	varied
Pace	too slow; "speeding up"	varied, with adequate pauses
Language	fillers; jargon; clichés	crisp; effective
Segues	inadequate	adequate
Team delivery	ineffective	consistent, well-planned
Slides	too many slides, irrelevant animation, sloppy images, cluttered slides, lack of parallelism or poor proofreading	clear; relevant; professional looking
Conclusion	abrupt; inconclusive	main points summarized

Comments: