

EE564 – Presentation Score Sheet

Presenter:

Topic:

Category	Scoring Criteria	Total Points	Score
Handouts (25 points)	The handouts have more detailed information about the topic	10	
	The figures are clear and informative	5	
	There are requisite number of references that are formal (i.e. journals, books) and the references are up-to-date	10	
Content (40 points)	Introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation.	5	
	Technical terms are well-defined in appropriate language	5	
	Presentation contains accurate and up-to-date information.	5	
	I think I have clearly understood the topic including the advantages, disadvantages and the application areas	10	
	Appropriate amount of material is prepared, and points made reflect well their relative importance.	5	
	There is an obvious conclusion summarizing the presentation.	5	
	The questions are answered clearly and pointed me to the source of information	5	
Presentation (35 points)	Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.).	5	
	Speaker uses a clear, audible voice.	5	
	Delivery is poised, controlled, and smooth.	5	
	Visual aids are well prepared, informative, effective, and not distracting.	10	
	Length of presentation is within the assigned time limits.	10	
		Total Score	

Notes: