

**ME 507 – Thermal Fluids Seminar Series
Fall 2016**

Student Speaker Evaluation Form

Instructions: Use this paper form to compile your review during the seminar. After the seminar, all information should be entered into Canvas using the electronic form. **This must be done no later than the Monday at 5:00 PM following the seminar.**

The instructors will be able to connect your name with your feedback. Superficial feedback will receive no credit. However, the compiled feedback provided to the student speaker will be **ANONYMOUS**. Please provide candid, constructive feedback that will help speaker improve.

Speaker Name:

Topic:

Rate the speaker on each point: E = Excellent, G = Good, A = Average, F = Fair, P = Poor

Introduction	Rating	Delivery	Rating
Introduced topic clearly	E G A F P	Good use of eye contact	E G A F P
Demonstrated relevance	E G A F P	Body language (posture & gesture) controlled & effective	E G A F P
Previewed body of speech	E G A F P	Speaking rate – flexible and effective	E G A F P
Body		Speaking volume	E G A F P
		Fluency – absence of fillers (ums, ahs)	E G A F P
Main points clear	E G A F P	Used vocal variety – changes in pitch & tone	E G A F P
Main points supported	E G A F P	Enthusiasm for topic	E G A F P
Main points logically presented	E G A F P	Effective integration of slides into talk	E G A F P
Transitions clear and effective	E G A F P	Presentation	
Conclusion			
Transition to end signaled	E G A F P	Legible text, figures, equations	E G A F P
Summary of principal points	E G A F P	Effective use of space	E G A F P
Effective close/call to action	E G A F P	Post Presentation Discussion	
		Handling of questions	E G A F P
		Listening	E G A F P
		Responding appropriately	E G A F P

Question #1 – In your own words, provide a brief summary of the objectives and conclusions of the seminar.

Question #2 – What was the most valuable/new information that you learned during the presentation?

Question #3 – What did the speaker do well? (Provide examples from the presentation to illustrate, e.g., good eye contact, good use of visuals)

1.

2.

3.

Question #4 – What changes could the speaker make to her/his presentation to be more effective? (Make specific suggestions, e.g., practice using pauses, maintain eye contact, use figures more effectively)

1.

2.

3.