

ME 475 Presentation Self-Evaluation

You will soon be preparing and delivering an oral presentation based on your wind tunnel design experiments. As part of the process of developing this presentation and refining your presentation skills, we would like you to examine a previous technical presentation. Specifically, your assignment is to view your own fall senior project presentation, evaluate its effectiveness, and write a **one-page individual report** with recommendations for its improvement. Please use the attached evaluation form while viewing your presentation to organize your feedback and give yourself a numerical score.

The video recordings of your presentations are now available online through Lafayette's media site.

To access the videos:

- Open media.lafayette.edu
- Select **ACADEMICS**
- Log in with your network ID and password
- Open the **ME Project Presentations** Channel
- View by: **RECENT**
- Browse to find the 2014-15 Fall presentations

Your report is due in lab the week of April 6th.

ME 475 Presentation Evaluation Form

Scale: 10 7 4 1
 Superior Average Marginal Poor

√ good / X poor	COMMENTS	SCORE
DELIVERY: <input type="checkbox"/> Spoke in loud, clear voice <input type="checkbox"/> Was well-prepared and poised <input type="checkbox"/> Did not read from notes or screen <input type="checkbox"/> Made eye contact <input type="checkbox"/> Avoided distracting gestures and verbal tics such as “uh,” “like,” and “um.” <input type="checkbox"/> Dressed appropriately <input type="checkbox"/> Stayed within time limit <input type="checkbox"/> Used appropriate scientific language <input type="checkbox"/> Fielded questions confidently and clearly		
ORGANIZATION: <input type="checkbox"/> Presented ideas in logical order, with appropriate transitions <input type="checkbox"/> <i>Introduction:</i> Captured audience interest, clearly stated objectives, gave relevant background information from the literature <input type="checkbox"/> <i>Body:</i> Described methods in sufficient detail for audience to understand how experiment and analyses were carried out; presented results clearly, used effective visuals <input type="checkbox"/> <i>Closing:</i> Summarized results, gave possible explanations for results, compared results to those in the literature, pointed out errors or inconsistencies, discussed possible implications and/or future work		
VISUAL AIDS: <input type="checkbox"/> Succinct, legible, organized logically <input type="checkbox"/> Important findings stand out <input type="checkbox"/> Animations used to clarify, not excite		
TECHNICAL COMPETENCE: <input type="checkbox"/> Cited relevant theory <input type="checkbox"/> Described data analysis methods clearly <input type="checkbox"/> Explained results accurately and clearly <input type="checkbox"/> Clearly described and discussed sources of uncertainty and/or error		
<i>If applicable, TEAMWORK:</i> <input type="checkbox"/> Well-coordinated, smooth transitions from speaker to speaker <input type="checkbox"/> Equal division of labor <input type="checkbox"/> Non-speaking partner(s) attentive and not distracting		