

Mathematics Graduate Oral Communication Assessment Form

Student Name: _____

Date: _____

Faculty Name: _____

☐ MS Exam

☐ MS Thesis Defense

☐ PhD Preliminary Exam

☐ PhD Defense

The following ratings are to be used for the purpose of program assessment and are not meant for individual student assessment. Return completed forms to the Graduate Coordinator.

Rate the student on:	(1) Poor	(2) Fair	(3) Good	(4) Excellent
Organization Score _____	Audience cannot understand presentation because of poor organization; introduction is undeveloped or irrelevant; main points and conclusion are unclear;	Audience has difficulty following presentation because of some abrupt jumps; some of the main points are unclear or not sufficiently stressed;	Satisfactory organization; clear introduction; main points are well stated, even if some transitions are somewhat sudden; clear conclusion;	Superb organization; clear introduction; main points well stated and argued, with each leading to the next point; clear summary and conclusion.
Mechanics Score _____	Slides seem to have been cut-and-pasted together haphazardly at the last minute; numerous mistakes; speaker not always sure what is coming next;	Boring slides; no glaring mistakes but no real effort made into creating truly effective slides;	Generally good set of slides; conveys the main points well;	Very creative slides; carefully thought out to bring out both the main points as well as the subtle issues while keeping the audience interested.
Delivery Score _____	Mumbles the words, audience members in the back can't hear anything; too many filler words; distracting gestures;	Low voice, occasionally inaudible; some distracting filler words and gestures; articulation mostly, but not always, clear;	Clear voice, generally effective delivery; minimal distracting gestures, etc., but somewhat monotone;	Natural, confident delivery that does not just convey the message but enhances it; excellent use of volume, pace etc.
Relating to audience Score _____	Reads most of the presentation audience reactions; maintains eye contact with audience members; seems unaware of audience reactions;	Occasional eye contact with audience but mostly reads the presentation; some awareness of at least a portion of the audience; only brief responses to questions;	Generally aware of the introduction; main points are good eye contact when speaking and when answering questions;	Keeps the audience engaged throughout the presentation; modifies material on-the-fly based on questions and comments; keenly aware of audience reactions.