Presentation Evaluation Form

1. Technical Explanation (10 points)  
   Effectively explains new information to audience  
   Demonstrates understanding of how topic is important for mechanical engineers  
   Is able to understand, interpret, and apply learned materials and concepts  
   Uses references properly

2. Oral presentation (20 points)  
   a. Preparation (5)  
      Speaks comfortably without notecards  
      Uses proper American English  
      Uses visual aides effectively  
      Makes smooth presentation
   b. Effectiveness of presentation (5)  
      Presents well “mechanically” (does not block screen, doesn’t exhibit nervous behaviors, etc.)  
      Makes eye contact  
      Can be easily heard  
      Finishes on time  
      Explains slides effectively
   c. Organization (5)  
      Plans and delivers an oral presentation effectively; applies the principle of  
      “(tell them)³”— is well organized  
      Introduction is oriented to help audience understand the general topic  
      Goals of talk are explained clearly  
      Flow of thought: Items presented in logical order  
      Summary and Conclusions: summarized main points
   d. Group Cooperation (5)  
      Material divided among group members appropriately  
      Smooth transitions between group members’ presentations

3. Professionalism (5 points)  
   Professional appearance  
   Professional language  
   Professional attitude

TOTAL POINTS

Team members: ____________________________

Project Number, Title: ____________________________

Date: ________________  Assessed by: ________________