

## EE 493 DESIGN STUDIO

### ORAL PRESENTATION EVALUATION FORM

|                 |
|-----------------|
| Evaluator:      |
| Company:        |
| DS coordinator: |

| SHAREHOLDERS |  |
|--------------|--|
| <b>A</b>     |  |
| <b>B</b>     |  |
| <b>C</b>     |  |
| <b>D</b>     |  |
| <b>E</b>     |  |

|   | Evaluation Criterion                 | Poor (1 point)  | Average (3 points)  | Excellent (5 points)  | Team Score |
|---|--------------------------------------|---|---|---|------------|
| 1 | Company Profile & Problem Statement: | <ul style="list-style-type: none"> <li>• Presentation shows a <u>vague</u> understanding of the problem</li> <li>• Provides <u>no</u> information about the company</li> </ul>  | <ul style="list-style-type: none"> <li>• Presentation shows <u>some</u> understanding of the problem</li> <li>• Provides <u>some</u> information about the company</li> </ul>   | <ul style="list-style-type: none"> <li>• Presentation shows a <u>clear</u> understanding of the problem</li> <li>• Provides <u>sufficient</u> information about the company</li> </ul>  |            |
| 2 | Objectives:                          | <ul style="list-style-type: none"> <li>• Objectives are <u>not</u> clearly stated or are not measurable.</li> <li>• <u>No</u> relationship between the objectives and a solution to the problem is evident.</li> </ul>  | <ul style="list-style-type: none"> <li>• <u>Some</u> objectives are stated and/or are measurable.</li> <li>• <u>Some</u> relationship between the objectives and a solution to the problem is evident.</li> </ul>   | <ul style="list-style-type: none"> <li>• Objectives are <u>clearly</u> stated and measurable.</li> <li>• There is a <u>clear</u> relationship between the objectives and a solution to the problem.</li> </ul>  |            |
| 3 | Approach:                            | <ul style="list-style-type: none"> <li>• Presentation <u>fails</u> to reflect a detailed description of what steps need to be taken to achieve success.</li> <li>• Presentation fails to convince the listener to depend on the contents as a source of accurate information</li> <li>• There is <u>no</u> justification of why the various steps are needed.</li> <li>• <u>No</u> project milestones are established.</li> <li>• Fails to demonstrate a reasonable grasp of information</li> </ul> | <ul style="list-style-type: none"> <li>• Presentation reflects <u>some</u> description of what steps need to be taken to achieve success.</li> <li>• Enough errors are made to distract a knowledgeable listener, but <u>some</u> information is accurate</li> <li>• There is <u>some</u> justification of why the various steps are needed.</li> <li>• <u>Some</u> rough project milestones are established.</li> <li>• Is able to demonstrate a grasp of <u>basic</u> concepts</li> </ul> | <ul style="list-style-type: none"> <li>• Presentation reflects a <u>detailed and accurate</u> description of what steps need to be taken to achieve success.</li> <li>• Information presented is <u>correct and accurate</u></li> <li>• There is <u>full</u> justification of why the various steps are needed.</li> <li>• Project milestones are <u>well</u> established.</li> <li>• Demonstrates <u>full</u> knowledge</li> </ul> |            |
| 4 | Deliverables:                        | <ul style="list-style-type: none"> <li>• <u>No</u> deliverables are stated.</li> <li>• Customer <u>does not know</u> what to expect at the conclusion of the project.</li> </ul>  | <ul style="list-style-type: none"> <li>• <u>Some</u> deliverables are stated.</li> <li>• Customer <u>vaguely</u> knows what to expect at the conclusion of the project.</li> </ul>  | <ul style="list-style-type: none"> <li>• Deliverables are <u>clearly</u> stated.</li> <li>• Customer <u>knows</u> what to expect at the conclusion of the project.</li> </ul>   |            |
| 5 | Resources:                           | <ul style="list-style-type: none"> <li>• Presentation <u>fails</u> to show that the team has necessary background, experience, equipment, supplies, time, and financial resources for the successful completion of the project.</li> </ul>  | <ul style="list-style-type: none"> <li>• Presentation <u>partially</u> shows that the team has necessary background, experience, equipment, supplies, time, and financial resources for the successful completion of the project.</li> </ul>  | <ul style="list-style-type: none"> <li>• Presentation <u>clearly</u> shows that the team has necessary background, experience, equipment, supplies, time, and financial resources for the successful completion of the project.</li> </ul>  |            |
| 6 | Overall Impression:                  | <ul style="list-style-type: none"> <li>• Proposal was presented in a <u>non-professional</u> way.</li> <li>• Based on this presentation, I <u>would not</u> fund this project.</li> </ul>   | <ul style="list-style-type: none"> <li>• Proposal was presented in a <u>semi-professional</u> way.</li> <li>• Based on this presentation, I would <u>have reservations</u> to fund this project.</li> </ul>   | <ul style="list-style-type: none"> <li>• Proposal was presented in a <u>professional</u> way.</li> <li>• Based on this presentation, I would fund this project <u>without hesitation</u>.</li> </ul>  |            |

|    | Evaluation Criterion            | Poor (1 point)   | Average (3 points)  | Excellent (5 points)  | Score |   |   |   |   |
|----|---------------------------------|--|---|---|-------|---|---|---|---|
|    |                                 |  |   |   | A     | B | C | D | E |
| 7  | Organization                    | <ul style="list-style-type: none"> <li>Sequence of information presented is <u>difficult</u> to follow</li> <li><u>Lacks</u> beginning or ending or beginning or ending <u>inappropriate</u></li> <li>Does not move smoothly from one idea to the next</li> </ul>  | <ul style="list-style-type: none"> <li>Presents information in logical sequence which audience can follow</li> <li>Uses an <u>appropriate</u> beginning or ending</li> <li>Moves smoothly from one idea to the next <u>some</u> of the time</li> </ul>  | <ul style="list-style-type: none"> <li>Presents information in logical, interesting sequence that audience can follow</li> <li>Uses a <u>motivating</u> beginning and/or <u>thoughtful</u> ending</li> <li>Moves smoothly from one idea to the next <u>most</u> of the time</li> </ul>  |       |   |   |   |   |
| 8  | Grammar and Spelling            | <ul style="list-style-type: none"> <li>Presentation has <u>plenty</u> pronunciation, spelling and/or grammatical errors</li> </ul>   | <ul style="list-style-type: none"> <li>Presentation has <u>some</u> pronunciation, spelling and/or grammatical errors</li> </ul>  | <ul style="list-style-type: none"> <li>Presentation has <u>very few</u> pronunciation, spelling and/or grammatical errors</li> </ul>  |       |   |   |   |   |
| 9  | Visual Impact of Slides         | <ul style="list-style-type: none"> <li>Font size and style makes slides <u>difficult to follow</u>.</li> <li>Slide design is <u>too crowded or fancy</u> to follow.</li> <li><u>Too much</u> information is included.</li> <li><u>Lot of</u> irrelevant information or detail was included.</li> <li><u>Superfluous</u> graphics or no graphics</li> </ul>   | <ul style="list-style-type: none"> <li>Font size and style is appropriate for reading but <u>could be better</u>.</li> <li>Slides are <u>often too crowded</u> and the design is inappropriate.</li> <li><u>Most</u> of the information is appropriate.</li> <li><u>Some</u> irrelevant information or detail was included.</li> <li>Graphics relate to text and presentation and <u>contribute</u> to the quality of the presentation</li> </ul> | <ul style="list-style-type: none"> <li>Font size and style is <u>well selected</u> to be seen by all.</li> <li>Slide design <u>allows</u> for easy reading.</li> <li>Details are <u>minimized</u> so that main points stand out.</li> <li><u>No</u> irrelevant information was included.</li> <li>Graphics explain and reinforce screen text and <u>enhance</u> the presentation</li> </ul> |       |   |   |   |   |
| 10 | Professionalism                 | <ul style="list-style-type: none"> <li>Personal appearance is <u>inappropriate</u> for the occasion and audience.</li> <li>Sources of information and support <u>not</u> acknowledged.</li> </ul>  | <ul style="list-style-type: none"> <li>Personal appearance is <u>somewhat</u> inappropriate for the occasion and audience.</li> <li><u>Some</u> acknowledgment of sources of information and support.</li> </ul>  | <ul style="list-style-type: none"> <li>Personal appearance is completely <u>appropriate</u> for the occasion and the audience.</li> <li>Sources of information and support <u>fully</u> acknowledged.</li> </ul>  |       |   |   |   |   |
| 11 | Presentation Style and Delivery | <ul style="list-style-type: none"> <li>Listeners are so distracted by the presenter's apparent difficulty with presentation that they cannot focus on the ideas presented.</li> <li><u>Read</u> notes or slides and did not look away from notes or slides.</li> <li>Body language shows obvious <u>nervous</u> tension.</li> <li>No effort to make eye contact.</li> <li>Monotone voice.</li> </ul> | <ul style="list-style-type: none"> <li>Listeners can follow the presentation, but some difficulty in presentation is distracting from ideas presented.</li> <li><u>Read some</u> notes or slides but also looked away from notes and slides.</li> <li>Body language shows <u>some</u> nervous tension.</li> <li>Occasional unsustained eye contact.</li> <li>Voice with some inflection.</li> </ul>   | <ul style="list-style-type: none"> <li>Listeners are captivated by the presentation and are very focused on ideas presented.</li> <li>Referred to but <u>did not read</u> from notes or slides.</li> <li>Body language is <u>relaxed</u>.</li> <li>Consistent eye contact.</li> <li>Voice is clear with interesting modulation.</li> </ul>  |       |   |   |   |   |

Additional comments: