ENSC 803 Conference Presentation Evaluation Sheet

Name: _____ **Date:** _____ **Time Used:** _____

Title: _____ **Grade:** _____

Introduction (10%): Purpose, Context, Attention to audience	60 ....70.....................80 .... 90 ....100 Non-existent or muddled	Generally acceptable	Clear and succinct

Comments and Suggestions:

> The percentages on the left-hand side of this form provide the approximate weightings for the various criteria.

Body of Presentation (30%): Level of detail, Organization	60 ....70.....................80 .... 90 ....100 No sense of audience, inappropriate level, disorganized	Generally acceptable	Clear, easy to understand, well-organized
Concluding Remarks (10%): Summary, Acknowledgements	60 ....70.....................80 .... 90 ....100 Non-existent or muddled	Generally acceptable	Clear and succinct
Use and Quality of PowerPoint Slides (20%):	60 ....70.....................80 .... 90 ....100 Inappropriate or poor quality	Generally acceptable	Relevant, high quality
Body Language, Eye Contact, Movement (10%):	60 ....70.....................80 .... 90 ....100 Stiff, limited eye contact, distracting mannerisms	Generally acceptable	Moves well, good eye contact, confident
Voice and Language (10%):	60 ....70.....................80 .... 90 ....100 Hard to hear or understand, many fillers, incorrect usage	Generally acceptable	Varied voice, good volume, easy to understand
Handling Questions (10%):	60 ....70.....................80 .... 90 ....100 Uncertain, ill at ease	Generally acceptable	Responsive and knowledgeable
Overall Impression:	60 ....70.....................80 .... 90 ....100 Unacceptable	Generally acceptable	Exceptional

Evaluator: _____

Form 27B/6: