

EE 493 DESIGN STUDIO ORAL PRESENTATION

EVALUATION FORM

Evaluator:
Company:
DS coordinator:

SHAREHOLDERS	
A	
B	
C	
D	
E	

	Evaluation Criterion	Poor (1 point)	Average (3 points)	Excellent (5 points)	Team Score
1	Company Profile & Problem Statement:	<ul style="list-style-type: none"> • Presentation shows a <u>vague</u> understanding of the problem • Provides <u>no</u> information about the company 	<ul style="list-style-type: none"> • Presentation shows <u>some</u> understanding of the problem • Provides <u>some</u> information about the company 	<ul style="list-style-type: none"> • Presentation shows a <u>clear</u> understanding of the problem • Provides <u>sufficient</u> information about the company 	
2	Objectives:	<ul style="list-style-type: none"> • Objectives and requirements are <u>not</u> clearly stated or are not measurable. • <u>No</u> relationship between the objectives and a solution to the problem is evident. 	<ul style="list-style-type: none"> • <u>Some</u> objectives and requirements are stated and/or are measurable. • <u>Some</u> relationship between the objectives and a solution to the problem is evident. 	<ul style="list-style-type: none"> • Objectives and requirements are <u>clearly</u> stated and measurable. • There is a <u>clear</u> relationship between the objectives and a solution to the problem. 	
3	Approach:	<ul style="list-style-type: none"> • Presentation <u>fails</u> to reflect a detailed description of what steps need to be taken to achieve success. • There is <u>no</u> justification of why the various steps are needed. • Presentation fails to convince the listener to depend on the contents as a source of accurate information. 	<ul style="list-style-type: none"> • Presentation reflects <u>some</u> description of what steps need to be taken to achieve success. • There is <u>some</u> justification of why the various steps are needed. • Enough errors are made to distract a knowledgeable listener, but <u>some</u> information is accurate. 	<ul style="list-style-type: none"> • Presentation reflects a detailed and accurate description of what steps need to be taken to achieve success. • There is <u>full</u> justification of why the various steps are needed. • Information presented is correct and accurate 	
4	Proof of Concept:	<ul style="list-style-type: none"> • Conceptual design is not supported by experimental results. 	<ul style="list-style-type: none"> • <u>Some</u> test results are presented which are not sufficient to validate the conceptual design. 	<ul style="list-style-type: none"> • Test results are presented as preliminary proof of the conceptual design. 	
5	Resources & Outcomes:	<ul style="list-style-type: none"> • Deliverables are not listed. • A time plan with project milestones is not given. • A cost analysis is not provided • 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. 	<ul style="list-style-type: none"> • Deliverables are partially listed. • A time plan with project milestones is given. • A cost analysis is provided • 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. 	<ul style="list-style-type: none"> • Deliverables are completely listed. • A time plan with project milestones is given professionally. • A detailed cost analysis is provided. • 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. 	
6	Overall Impression:	<ul style="list-style-type: none"> • Proposal was presented in a non-professional way • Based on this presentation, I <u>would not</u> fund this project. 	<ul style="list-style-type: none"> • Proposal was presented in a semi-professional way • Based on this presentation, I would <u>have reservations</u> to fund this project. 	<ul style="list-style-type: none"> • Proposal was presented in a professional way. • Based on this presentation, I would fund this project without hesitation. 	

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

Additional comments: