

Department of Mechanical Engineering  
University of Puerto Rico at Mayagüez

## *Oral Presentation* *Assessment Tool*



Prepared by

## Oral Presentation Assessment Tool<sup>1</sup>

Presenter: \_\_\_\_\_  
 Course: \_\_\_\_\_  
 Evaluator's name \_\_\_\_\_

Team Name/No. \_\_\_\_\_

**Instructions:**

1. Fill out this form, sign it and folded, then return to your instructor by the due date.
2. Evaluate the presenter according the following criteria. In the score column use the following scale:  
**F(0) = fail, D(1) = deficient, C(2) = average, B(3) = good, A(4) = excellent.**
3. Use the % column to establish the weight you given to each criterion. The total of all criteria must add to 100%.

Criteria	Score	%
<b>Style and appearance</b> – Is the communicator’s personal stile and appearance appropriate for the activity and the audience? Does he/she follow the rules of etiquette (social interaction). Do he/she has good body language, and facial expressions?		
<b>Acting</b> – Is the communicator conveying a positive attitude? Is he/she friendly? Does he focus on different people in the audience while speaking?		
<b>Mode of Speaking</b> – Does he/she have make good use facial expressions and voice modulation such as surprise, puzzlement, or concern to better communicate and keep the audience interested?		
<b>Clarity</b> – Information must be unambiguous and leave no doubt about the intent of the communication.		
<b>Concision</b> —communicator avoids extraneous details that o not contribute to thoroughness or clarity. Interesting sidelights, or anecdotes, or personal observations generally have no place in technical communication (unless the purpose is to elaborate on the history or background of a project. Concision also refers to compensating the material so that it is presented in compact form such as a table o a graph.		
<b>Accuracy and Precision</b> – Providing the correct information with precision to the level of uncertainty in the information. Number of significant figures when reporting numerical data, the uncertainty of the data, example: 100 watts plus or minus 2 watts.		
<b>Thoroughness and Logical Organization</b> – is the presentation easy to follow? Is it organized and all the information needed to understand the message there?		
<b>Audience Focus</b> – Is the presentation, vocabulary, material and way to convey the information appropriate for the audience?		
<b>Credibility</b> – Do you believe in the message presented by the communicator? Were all the points of view presented, i.e., advantages and disadvantages, limitations, in such a way that you, the audience, reached the same conclusions reached and presented by the communicator?		
<b>Timeliness</b> -- Was the presentation completed in the prescribed period of time? Does it looks that the communicator put enough time an effort into the presentation so he transmitted the message in the timeliness manner?		

<sup>1</sup> Following the guidelines found in “Creative Problem Solving and Engineering Design”, E. Lumsdaine, M. Lumsdaine, and J.W. Shelnutt, pp. 115.