

Date:

SEAS Form G101-O This completed form is required for several non-thesis Master's degree programs in SEAS

Engineering Oral Communication Assessment

Program:

Scoring: 5 = excellent; 3 = adequate; 1 = unsatisfactory (NA if not applicable)	Score	Comments
Structure and Organization Is the presentation clear, logical and organized? Can the listener follow the line of reasoning?	<input type="text"/>	<input type="text"/>
Communication Aids Do the communication aids enhance the presentation? Are they prepared in a professional manner? Is the information organized to maximize audience understanding? Are the details minimized so that the main points are emphasized? Do the graphics explain and reinforce the spoken presentation?	<input type="text"/>	<input type="text"/>
Technical Exposition Is the technical material presented clearly and logically? Is the material presented at the appropriate level of detail? Are applications of theory included to illuminate issues?	<input type="text"/>	<input type="text"/>
Clarity Is the spoken presentation clear, unambiguous and direct? Is there excessive use of jargon, acronyms or undefined terms?	<input type="text"/>	<input type="text"/>
Style Is the level of presentation appropriate for the audience? Is the presentation a planned conversation, paced for audience understanding? Is the speaker comfortable in front of the group? Can the speaker be heard and understood? Are sentences complete and grammatical and flow together easily?	<input type="text"/>	<input type="text"/>
Length Is the length of the presentation appropriate to the technical content?	<input type="text"/>	<input type="text"/>
Interaction with Audience Does the presenter make eye contact with the audience? Does the presenter clarify, restate and respond to questions? Is the presenter's personal appearance appropriate for the occasion and audience?	<input type="text"/>	<input type="text"/>

Name of Student:

Printed name of faculty member completing this form:

Signature of faculty member completing this form: _____