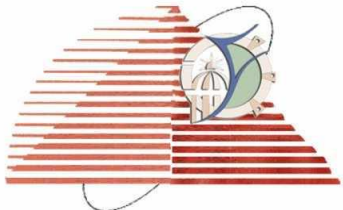بِسْمِ اللَّهِ الرَّحْمَٰنِ الرَّحِيمِ

Presentation & Communication Skills

Fayoum University

Faculty of Engineering Mechanical Engineering Dept.

Lecture (8)

on

Presentation Feedback and Evaluating

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2015 - 2016

Presentation Evaluation Methods

Remember your goals and objectives when deciding how to evaluate the speaking and oral presentations. Make sure your methods match up with your priorities.
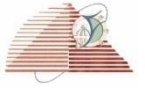
Oral Evaluations

These may be given after each presentation, or to all speakers. However, oral evaluations may be forgotten or misinterpreted by speakers in the "let-down" after the presentation performance.

Written Evaluations

These can be helpful by providing a record of response for each speaker, and it encourages those responding to be more thoughtful and deliberate. Using evaluation forms rather than free-form comments facilitates consistency in feedback and application of the full criteria from speaker to speaker, but can also inhibit creative listening by being so standardized.

Presentation Evaluation Criteria

1. **Introduction**

   ➢ Did the introduction capture your interest?

   ➢ Was necessary background given?

   ➢ Was a clear purpose conveyed?

2. **Organization**

   ➢ Was there a clear organization?

   ➢ Were transitions between sections clear and effective?

   ➢ Did the organization lead to a clear conclusion?

Presentation Evaluation Criteria

3. **Content**

   ➢ Did the speakers support their points?

   ➢ Was the supporting material relevant, up to date?

4. **Visual Aids**

Were visual aids used effectively and appropriately, carefully prepared?

5. **Conclusion**

   ➢ Were key points reinforced?

   ➢ Was a sense of closure provided?

   ➢ If appropriate, was a course of action proposed?

Presentation Evaluation Criteria

6. Delivery

➢ Was/were the speaker(s) natural, enthusiastic?

➢ Did they speak clearly?

➢ Were appropriate gestures, posture, expressions used?

7. Discussion
Were questions answered accurately, clearly, effectively?

8. General Comments

Presentation Evaluation Tips

1. Planning For Evaluation

- ➢ Decide on a method for evaluation before presentation begins.

- ➢ Respect session rules for audience behavior in advance, including: whether or not to enter or exit the room after a presentation has started, avoid talking during a presentation, turning off cell phones during presentations, and offering guidelines for question/answer periods.

- ➢ Know and adhere the evaluation criteria.

Presentation Evaluation Tips
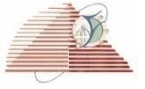
2. Presentation Day

➢ **Use a stopwatch to time presentations.**

➢ **Seat yourself to the back and to one side of the audience. Presenters tend to focus on the evaluator and not establish eye contact with other audience members.**
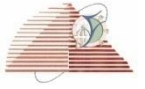
Presentation Evaluation Tips

3. Evaluation

➢ **Find something positive to say about each presentation. Remember, in some lists of phobias more people are afraid of giving a speech than they are of dying.**

➢ **Making brief notes on the evaluation sheet can help identify a thesis, main points, and key supporting materials.**

➢ **Make your basic evaluation during session, unless you have a video-recording of the presentation. The more presentations you hear, the easier it is to confuse them.**

Presentation Evaluation Tips

4. **After session**

Ask for the speakers to hand in their outline when they have completed the presentation. After class, compare the preparation or speaker's outline with your notes made during the speech. This helps refine your evaluation, and measure their level of preparation. Small differences are expected.

Presentation Evaluation Form

Presentation Evaluation Form

Presenter: _____

Date: _____

Topic: _____

Evaluator
(circle one)

Faculty   Fellow   Resident   Other

Content

Poor		Average		Great	
1	2	3	4	5	Introduced motivation and interest in this topic/problem
1	2	3	4	5	Provided overview or agenda for presentation
1	2	3	4	5	Identified key points/thesis early in talk
1	2	3	4	5	Coherent pattern of organization
1	2	3	4	5	Sufficient detail to support discussion of key points
1	2	3	4	5	Presented significant results
1	2	3	4	5	Planned concluding remarks (not just "I guess that's it.")
1	2	3	4	5	Material was appropriate for audience
1	2	3	4	5	Emphasized his/her contribution

Presentation Evaluation Form

Delivery

Poor		Average		Great	
1	2	3	4	5	Avoided fillers such as "uhm" "like" "you know"
1	2	3	4	5	Spoke loudly enough to be heard in the room
1	2	3	4	5	Pronounced words clearly
1	2	3	4	5	Spoke without noticeable pauses in mid-sentence
1	2	3	4	5	Used falling intonation at the end of sentences
1	2	3	4	5	Varied rate of delivery
1	2	3	4	5	Changed pitch for emphasis
1	2	3	4	5	Looked at entire audience
1	2	3	4	5	Spoke key points, intro, and concluding remarks without reading
1	2	3	4	5	Did not read to audience much from screen
1	2	3	4	5	Used concept-related gestures to show relationships

Presentation Evaluation Form

Visuals Aids

Poor		Average		Great	
1	2	3	4	5	Appropriate number of words and items on slides (not overloaded)
1	2	3	4	5	Used font sizes/images that could be seen easily
1	2	3	4	5	Diagrams focused on critical elements, not excessive in detail
1	2	3	4	5	Comparisons made analysis or design choices clear and easy to evaluate
1	2	3	4	5	Background did not interfere with diagrams or text
1	2	3	4	5	Sufficient "white" space to make organization of information clear
1	2	3	4	5	Images suited purpose
1	2	3	4	5	Colors were easy to view

Presentation Evaluation Form

Handling Questions and Answers

Poor		Average		Great	
1	2	3	4	5	Listened to question without interrupting
1	2	3	4	5	Repeated or rephrased question
1	2	3	4	5	Began with general answer and then followed up with details
1	2	3	4	5	Addressed response to everyone
1	2	3	4	5	Stood ground or stepped toward questioner
1	2	3	4	5	Avoided cover-up gestures (fig leaf, behind back, arms crossed)

Additional Comments:

Thank You