Speakers Name: ________________________________

Motion Planning Grading Sheet

General Questions:

Each of these high-level questions discuss, in broad strokes, the quality of the presentation. For each question, circle a rating, on the scale from excellent to unsatisfactory, and provide at least one sentence of explanation. For each question, the form provides a set of minimum guidelines, but as a committee member, you should use your judgment, as well.

1. Organization: The speaker must be able to present technical material in a clear and concise manner, with a scope appropriate to the audience.
   - Did the presentation have a distinct introduction, body, and conclusion?
   - Did the presentation include an appropriate balance of introduction, background, research content, and future work?
   - Did the speakers have a coherent, memorable take-home message?
   - Did the speakers anticipate the natural questions and concerns about the nature and motivation of the work?
   - Was the technical content adequately explained?

   Excellent   Good   Satisfactory   Unsatisfactory

   Explanation: _____________________________________________________________

2. Knowledge and Understanding: The speaker must have a good command of the material being presented and the related supporting material.
   - Were the speakers able to give clear explanations that went beyond the material included in the presentation?
   - Were the speakers able to succinctly answer questions that asked for clarification of the material presented?
   - Were the speakers able to answer questions about background research or topics closely related to the material presented?

   Excellent   Good   Satisfactory   Unsatisfactory

   Explanation: _____________________________________________________________

3. Speaking Skill: The speaker should speak clearly, act maturely, and present himself or herself in a professional manner.
   - Were the speakers present and prepared to begin on time?
   - Did the speakers appear well prepared (e.g., no typos, slides in order, presentation timed correctly, etc.)?
   - Was the presentation (English and pronunciation) clear?
   - Were there any significant style deficiencies in the presentation (excessive "ums" and "uhhs", distracting gestures or fidgeting, blocking the projector).
   - Did the speakers highlight and successfully convey the take-home message?

   Excellent   Good   Satisfactory   Unsatisfactory

   Explanation: _____________________________________________________________

4. Audience Interaction: The speaker must deal with the audience in a friendly and facile manner.
   - Did the speakers strive to keep the audience interested?
   - Did the speakers anticipate problems that the audience might have (i.e., "At this point, you might think that X, but actually...," “The real point of that last example was...”)?
   - Did the speakers coordinate the oral presentation with the material on the slides by making clear what printed material was being described?
   - Did the speakers understand and adequately respond to all audience questions?

   Excellent   Good   Satisfactory   Unsatisfactory
5. Audio-Visual Quality:
   - Were the speakers delayed or in any way hampered by not having previously checked and understood the A/V equipment?
   - Is the smallest font used in the presentation effortlessly visible from all parts of the room?
   - Were any of the transparencies cluttered or difficult to read?
   - Did color schemes or visual bells and whistles on the slides distract from the presentation?

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

   Explanation: 

   __________________________________________________________________________

Big Picture Questions:

6. Provide a one sentence summary of the speaker's presentation topic.

   __________________________________________________________________________

7. List three specific strengths of the speaker's presentation.

   ____________________________________________  ____________________________________________  ____________________________________________

8. List three specific weaknesses of the speaker's presentation.

   ____________________________________________  ____________________________________________  ____________________________________________

Over all, how would you rate the speaker's presentation?

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

   Explanation: 

   __________________________________________________________________________

The speakers **HAS SATISFIED** **IS MAKING PROGRESS TOWARD** the presentation grade.

Evaluator Name: ________________________________   Date: __________________
Evaluator Signature: ________________________________

Anticipated Grade ________________________________   Final Grade ________________________________