

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 "uhs", 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

Explanation: _____

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?

Excellent	Good	Satisfactory	Unsatisfactory
-----------	------	--------------	----------------

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?

Excellent	Good	Satisfactory	Unsatisfactory
-----------	------	--------------	----------------

Explanation: _____

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

Evaluator Name: _____ Date: _____

Evaluator Signature: _____

Anticipated Grade _____ Final Grade _____