

Student Name: _____

Date of Presentation: _____

SPEAKING SKILLS EVALUATION

Instructions to the judges:

There are six main criteria for evaluating the speaking skills. There are several questions per criterion to aid the evaluation. For each criterion, circle a rating, on the scale from excellent to poor. Please also indicate the reasons for your rating. This form will also serve as feedback to the student, so please give as many constructive suggestions as possible.

Note: Once you add your signature to the form, you will not be able to edit it.

1. Structural aspects: Score _____ Scores: (5-Excellent) (4-Very Good) (3-Good) (2-Fair) (1-Poor)

Were the slides easy to read and not overcrowded

Were the figures and tables clear?

Was the talk well planned? (no major typos, no slides out of order, good time management)

2. Stylistic aspects: Score _____ Scores: (5-Excellent) (4-Very Good) (3-Good) (2-Fair) (1-Poor)

Was the talk audible? _____

Did the speaker strive to keep the audience's attention? (E.g., eye contact, varying voice and facial expression, movement, humor, mystery, surprise.)

Was the speaker attentive to the needs of a general audience? (E.g., "You might think X, but", "the point of this was", "this sounds similar to X, but", "you might misread this chart because", "can you see from the back?")

Did the speaker explain technical acronyms, which might be unfamiliar to general audience, and avoid convoluted phrases?

Did the speaker strive to make subtle ideas simpler?

Did the speaker minimize the amount of information used to illustrate concepts?

Organizational aspects

3. *Introduction and Motivation*: Score _____ Scores: (5-Excellent) (4-Very Good) (3-Good) (2-Fair) (1-Poor)

Did the speaker make it clear what the talk would be about?

Did the speaker provide adequate motivation for the work?

Did the speaker make the audience curious about the promised content?

4. *Technical Content*: Score _____ Scores: (5-Excellent) (4-Very Good) (3-Good) (2-Fair) (1-Poor)

Did the talk position the main results in the context of related work?

Did the talk make the importance of the main technical contributions clear?

Did the talk explain the main results and techniques clearly and correctly?

5. *Conclusion*: Score _____ Scores: (5-Excellent) (4-Very Good) (3-Good) (2-Fair) (1-Poor)

Did the speaker leave the audience with a clear idea of the important ideas and results?

Did the speaker mention applications and directions for future work?

6. *Questions*: Score _____ Scores: (5-Excellent) (4-Very Good) (3-Good) (2-Fair) (1-Poor)

Did the talk stimulate interesting questions?

Did the speaker repeat or paraphrase questions that were unclear?

Did the speaker strive to understand the questions?

Did the speaker answer questions adequately?

7. *Strengths*

8. *Suggestions for improvement*

Overall Evaluation: Score: _____ **Scores: (5-Excellent) (4-Very Good) (3-Good) (2-Fair) (1-Poor)**

Signature: _____

Typed Name of Evaluator: _____

To pass, at least one faculty member of the Speaking Skills Committee, and at least two student members, must be present. All faculty members in attendance, and at least one of the student members, must give an Overall Evaluation of Good (3) or better.