

**University of Puerto Rico Mayaguez PR School of Engineering
Electrical and Computer Engineering Department**

**Oral Presentation Evaluation Form (Presentation Duration 10 min and 5 min for questions)
Progress Report**

Course _____
 Section _____
 Semester _____
 Date _____
 Name of Team _____
 Name of Evaluator _____
 Presentation Title _____

Category	Point Value	Point Eval.	Comments
Contents			
Introduction/Background		5	
Body		5	
Conclusion		5	
Subtotal Contents		15	
Presentation Skills			
Organization/Outline		5	
Appropriate to Audience		5	
Pronunciation, grammar, articulation		5	
Management of questions		5	
Support of arguments with evidence		5	
Time Management		5	
Subtotal Presentation Skills		30	

Overall			
Overall Quality		5	
Knowledge of material		5	
Subtotal Overall		10	
Subject Specific			
Team is well organized for work		5	
Presented relevant information		5	
Follow the timeline and if not, followed contingency plan		5	
Completed significant amount of work		15	
Clear and realistic assessment of project status		5	
Following budget and if not, explain		5	
Present prototypes, diagrams, software architectures, etc		5	
Subtotal subject specific		45	
TOTAL		100	