

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

Oral Presentation Evaluation Form

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	