

University of Puerto Rico - Mayagüez Campus
School of Engineering
Department of Electrical and Computer Engineering
Progress Report Oral Presentation Evaluation Form



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

Category	Assessment	Percentage Weight	Score	Comments
Contents				
Introduction/Background		10.00%	0%	
Clearly describes the problem to be solved by the product or service and describes any changes or updates from the start of project to this date		10.00%		
Body		50.00%	0%	
Presents and describes design alternatives and choices, and summarizes criteria for choice		10.00%		
Presents and describes system architecture and other <u>essential</u> diagrams or schematics		10.00%		
Summarizes the status of the project as of this date, explaining and justifying any delays and contingency actions taken		10.00%		
Summarizes deliverables and milestones attained so far		10.00%		
Presents and briefly analyzes current budget status		10.00%		
Conclusion		10.00%	0%	
Summarizes the status of the project and its achievements up to this date relating to what remains to be done.		3.33%		
Summarizes expenditure and budget status		3.33%		

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Summarizes next steps and expected accomplishments		3.33%		
Subtotal Contents		70.00%	0%	
Presentation Skills				
Organization/Outline		3.75%		
Appropriate to audience level		3.75%		
Pronunciation, grammar, articulation		3.75%		
Projection, clothing		3.75%		
Management of questions		3.75%		
Quality of slides		3.75%		
Support of arguments with evidence and knowledge of material		3.75%		
Time Management, on time		3.75%		
Subtotal Presentation Skills		30.00%	0%	

Total	100.00%	0%
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Scale

Quality	Numeric equivalent value
Excellent	100%
Good	85%
Fairly good	75%
Deficient	60%
No information	0%