

University of Puerto Rico - Mayagüez Campus
School of Engineering
Department of Electrical and Computer Engineering
Proposal 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%	0%	
Clearly describes the problem to be solved by the product or service (problem statement)		4%		
Summarizes deliverables and products		3%		
Compares to other existing products and states the added value of the product or service		3%		
Body		30%	0%	
Objectives are SMART		10%		
Clearly states proposed solution		10%		
Summarizes milestones and resources		5%		
Summarizes <u>most significant</u> budget items		5%		
Conclusion		10%	0%	
Emphasizes deliverables and products		5%		
Emphasizes project impact		5%		
Subtotal Contents		50%	0%	
Presentation Skills				
Organization/Outline		5%		
Appropriate to audience level		5%		
Pronunciation, grammar, articulation		5%		
Projection, clothing		5%		
Management of questions		5%		
Quality of slides		5%		
Support of arguments with evidence		5%		
Time Management, on time		5%		
Subtotal Presentation Skills		40%	0%	
Overall				
Overall quality		5%		
Knowledge of material		5%		
Subtotal Overall		10%	0%	

Total	100%	0%
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Scale

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