KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
COLLEGE OF COMPUTER SCIENCES & ENGINEERING
COMPUTER ENGINEERING DEPARTMENT
COE 390 Seminar

ORAL PRESENTATION ASSESSMENT

Presenter's Name: _____ Date: _____

Presentation Title: _____

Evaluator's Name: _____ ID#: _____

Quality of Content	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Score	Comments
• **Audience awareness** (interacts with audience: e.g. stepping toward audience and speaking to them, not at them)	Does not interact with audience	Some interaction with audience	Interacts with audience throughout presentation		
• **Focus**: goal, evidence, conclusion (gives audience a roadmap and follows it)	Does not give audience an adequate road map of goal, evidence and conclusion	Gives audience an adequate road map of goal, evidence and conclusion	Gives audience very clear road map of goal, evidence and conclusion		
• **Transitions** (phrases smoothly link one part to next)	Abruptly transitions from one phase to the next	Transitions are generally smooth	Very smooth Transitions		
• **Use of visual aids** (to tell the story and enhance the quality of the presentation)	Does not use visual aids effectively to tell the story; too much dependency on visual aids	Overall, uses visual aids effectively to tell the story; visual aids add to presentation	Uses visual aids very effectively to tell the story; visual aids enhance presentation		

Mechanics	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Score	Comments
	Does not effectively use (e.g.'s):	Effectively uses (e.g.'s):	Very effectively uses (e.g.'s):		
• **Body position** (e.g., facing audience or screen)	Body position (faces screen)	Body position (faces audience most of the time)	Body position (always facing audience)		
• **Eye contact**: (e.g., scanning entire audience)	Eye contact (not enough, looking down a lot)	Eye contact (some scanning of audience, looking at people)	Eye contact (excellent scanning of audience, looking at people)		
• **Visual aids** (e.g., clear, not too busy, readable size font)	Visual Aids (too busy, blurry)	Visual Aids (can read clearly, usually not too much material)	Visual Aids (clear, right amount on each slide)		
• **Delivery** (e.g., fluency, pace, voice projection, um's, uh's)	Delivery (too fast, too many um's, not projecting voice, lack of enthusiasm)	Delivery (good pace, usually projects voice, some enthusiasm)	Delivery (excellent pace, projects voice, great enthusiasm)		

Questions	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Score	Comments
• **Asks audience for questions**	Does not ask for questions	Asks for questions	Effectively opens ("I'd be happy to answer questions")		
• **Answers questions effectively and smoothly**	Does not answer questions adequately	Answers questions adequately	Answers questions effectively and smoothly		