PhD Speaking Qualifier

Evaluation Form

Robotics Engineering Program

Student: _____ Date: _____

Presentation Title:

Reviewer:

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1. **Mechanics of Communication**: ☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

- Was the speaker familiar with the A/V equipment?
- Were the slides easy to read and not overcrowded?
- Was the talk audible from every seat in the room?
- Were all crucial slides presented for long enough?
- Was the projected image easily viewable?
- Did the speaker avoid distractive movement and gesture?

2. **Presentation:** ☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

- Was the talk well presented? (E.g. no major typos, no slides out of order, good time management?)
- Did the speaker strive to keep the audience's attention? (E.g., eye contact, varying voice and facial expression, movement, humor, mystery, surprise.)
- Was the speaker attentive to the needs of a general audience? (E.g., "You might think X, but", "the point of this was", this sounds similar to X, but", "you might misread this chart because", "can you see from the back?")
- Did the speaker avoid jargon in cases where a simple English phrase would suffice? (E.g., explaining technical acronyms which might be unfamiliar to general audience, and avoiding convoluted phrases.)

3. **The Introduction:** ☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

- Did the talk have a distinct introductory section?
- Did this section make it clear what the talk would be about?
- Did this section provide adequate motivation for the work?
- Did the introduction make the audience curious about the promised content?

4. **The Middle:** ☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

- Did the talk have a distinct middle section?
- Did this section explain the main results and techniques clearly and correctly?
- Did the speaker strive to make subtle ideas simpler?
- Did the speaker minimize the amount of information used to illustrate concepts?
- Did the speaker explain all crucial technical terms clearly for a general audience?

5. **The Conclusion:** ☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

- Did the talk have a distinct concluding section?
- Did this section summarize the important ideas and results?
- Was it clear what the audience should take away from the talk?
- Did the speaker mention applications and directions for future work?
- Did the speaker mention and compare related work?

6. **Questions:** ☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

- Did the talk stimulate interesting questions?
- Did the speaker repeat or paraphrase questions that were unclear?
- Did the speaker strive to understand the questions?
- Did the speaker answer questions adequately?

7. **Strengths:**

8. **Suggestions for improvement:**

Overall Evaluation ☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

Signature:_____

08/16/2023

The speaking qualifier is satisfied if both faculty evaluators give a score of "good" or better for the overall evaluation. Regardless of outcome, completed forms must be delivered to the RBE main office for record keeping.