The major objective of your group presentations in this class is to gain experience in making oral presentations. Characteristics of a good oral presentation include:

- Presentation holds the attention of the audience;
- Presentation is understandable to audience;
- Objectives and conclusions are made clear, and the basis for the conclusions is clear and persuasive;
- The material is factually correct;
- Visual aids are clear, uncluttered, have a clear message, and serve a purpose;
- Presentation is delivered in a professional manner (i.e., with a serious tone, good posture, clear enunciation, appropriate and varied rate and volume of speech);

Presentations must be prepared using PowerPoint software, and they should be 10-12 minutes long. You should send the PowerPoint file to me at least a half hour before the beginning of class. Each member of the group should participate in the presentation as well as in the preparation. The presentations should summarize the background for the lab (i.e., why is it of interest, what are the scientific principles, what are typical results), should summarize the class findings, and should interpret the findings. You should feel free to go beyond the material given in the lab handout for background information.

Every week we will do peer evaluations of presentations by filling out the evaluation form given on the reverse side of this page. The peer evaluations will focus on the delivery of the presentation rather than on the content of the presentation. In addition, the TA and instructor will evaluate the technical and presentation aspects of your talks.

A few other pointers for the delivery of the presentation might include:

- Look at your audience, not at the screen;
- Do not read the contents of your slides verbatim; your audience can read them;
- The text that you present should go beyond what is given on the slides. Text on slides should be minimized to short, summary lines that are then interpreted by you in speaking.
- A slide giving an outline for the talk often is helpful. Although such a slide is not absolutely essential, it often helps to prepare your audience for what they may expect in the talk. This forewarning helps to guide them along your line of thinking.
- Stand still (do not fidget), straight (good posture), and use gestures as needed to make a point or to point to the screen.
CE3502 PRESENTATION EVALUATION

Name(s) of speaker(s):...........................................................................................................................

Topic:..........................................................................................................................................................

1. How much do you feel you learned from this presentation? (circle one)
   A lot          A fair amount          A little          Nothing

Rate the following aspects of the presentation by circling the appropriate category.

A. Clarity of what was stated (Could you understand what the speaker(s) wanted to say?):
   I understood everything well          I understood most things          I understood little

B. Could you hear the speaker(s) clearly?
   Always easily audible          Occasional words were inaudible          Often inaudible

C. Did the presentation follow a clear and logical progression of ideas?
   Generally clear and logical          Occasional skips in ideas          Ideas difficult to follow

D. Quality of visual aids:
   1. Could you see and read the visual aids?
      Clearly visible          Parts were hard to see          Difficult to see or read

   2. Were the visual aids helpful in conveying the message of the speaker(s)?
      Helped to convey points          Some were helpful          Distracting or not helpful

   3. Did the talk hold the audience's attention?
      Very well          Reasonably well          Not well