

University of Portland - Mechanical Engineering  
Technical Presentations

Faculty: \_\_\_\_\_ Course \_\_\_\_\_ Date: \_\_\_\_\_

Students/Project \_\_\_\_\_

	Yes	Mostly	Lacking	No	Comments
<p><b>ORGANIZATION</b></p> <p>Introduction: clear objective and presentation overview</p> <p>Background: provides context, lays a foundation for the discussion</p> <p>Discussion (clearly presented and well organized information)</p> <p>Conclusions (concise, clear, appropriate)</p> <p>Recommendations (if appropriate)</p>					
<p><b>DELIVERY</b></p> <p>Overheads/slides easy for audience to read, effective communication tool</p> <p>Clear speech, absent of distracting phrases (ummm, you know, like, etc.)</p> <p>Professional appearance, no distractive mannerisms, hands not in pockets, etc.</p> <p>Good eye contact with the audience, minimal use of notes, does not stand in front of screen, etc.</p>					
<p><b>ENGINEERING WORK</b></p> <p>Technical content was of appropriate scope and quality</p>					
<p><b>WITHIN TIME LIMITS</b></p>					

Main strengths:

Things to improve upon: