

University of Portland - Mechanical Engineering
Technical Presentations

Faculty: _____ Course: _____ Date: _____

Students/Project/ Group: _____

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

Main strengths:

Things to improve upon: