

## Graduate Engineering Oral Communication Assessment

Student Name  
(last, first middle)

Comp ID  
(e.g. mst3k)

SIS ID  
(office use)

Program

**SCORING: 5 = excellent; 3 = adequate; 1 = unsatisfactory (or NA)**

Score

Comments

### 1. Structure and Organization

Is the presentation clear, logical and organized? Can the listener follow the line of reasoning?

### 2. Communication Aids

Do the communication aids enhance the presentation? Are they prepared in a professional manner? Is the information organized to maximize audience understanding? Are the details minimized so that the main points are emphasized? Do the graphics explain and reinforce the spoken presentation?

### 3. Technical Exposition

Is the technical material presented clearly and logically? Is the material presented at the appropriate level of detail? Are applications of theory included to illuminate issues?

### 4. Clarity

Is the spoken presentation clear, unambiguous and direct? Is there excessive use of jargon, acronyms or undefined terms?

### 5. Style

Is the level of presentation appropriate for the audience? Is the presentation a planned conversation, paced for audience

### 6. Length

Is the length of the presentation appropriate to the technical content?

### 7. Interaction with Audience

Does the presenter make eye contact with the audience? Does the presenter clarify, restate and respond to questions? Is the presenter's personal appearance appropriate for the occasion and audience?

**Faculty Evaluator**

Name

Signature