

Speaker:

**Department of Plant Pathology and Microbiology  
PLPA 681 Seminar Oral Presentation Evaluation Form**

Date:

	<b>Exemplary</b>	<b>Satisfactory</b>	<b>Developing</b>	<b>Unsatisfactory</b>	<b>INSTRUCTIONS:</b> This form should used to evaluate speakers at the PLPA 681 Seminar. When a graduate student is presenting his/her exit seminar, all faculty present need to complete this form. The graduate student is responsible for making sure each faculty member has a form. The graduate student must collect the forms and turn them into the program Shana Childers within 24 hours of the seminar. <i>Version 1, Fall 2015</i>	
<b>Oral Presentation Criteria</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Numeric Score (or N/A)</b>	<b>Comments</b>
Presence and composure before the audience	Speaker displays relaxed, self-confident nature; speaker makes no mistakes or minor mistakes, but quickly recovers from them	Speaker displays little to no tension; speaker makes minor mistakes, but quickly recovers from them	Speaker displays mild tension; has trouble recovering from mistakes	Speaker displays obvious tension and nervousness, cannot recover from mistakes		
Organization of presentation	Speaker presents exemplary amount of information in a logical sequence	Speaker presents information in a logical sequence but more or less information would be helpful	Information is inconsistently organized; presentation is choppy and/or doesn't follow a logical flow	There is no sequence of information and/or so much is missing that the presentation doesn't make much sense		
Quality and use of visual aids	Speaker's graphics/visual aids explain and reinforce text and presentation. Graphics/visual aids are of high quality.	Speaker's graphics/visual aids relate to text and presentation and are of reasonable quality	Presentation includes graphics/visual aids however they rarely support text and presentation. Graphics are too "busy"	Presentation does not include any graphics or visual aids or graphics/visual aids are unrelated or distract from the presentation		
Professionalism	Speaker is dressed professionally and uses professional language, tone and poise. Speaker maintains eye contact with audience, seldom reads notes	Speaker is dressed professionally and generally uses professional language, tone and poise; Speaker maintains eye contact most of the time but frequently reads notes	Speaker is slightly underdressed or speaker frequently uses unprofessional language, tone, or poise; speaker occasionally uses eye contact, but reads from notes most of the presentation	Speaker is underdressed and very often displays unprofessional language, tone or poise; speaker reads all of the presentation from notes and has no eye contact with audience		
Ability to answer	Speaker answers questions fluidly and articulately; professionally manages questions for which he/she does not know the answer	Speaker answer question reasonably well; may stumble on questions for which he/she does not know the answer	Speaker struggles to answer questions from the audience; may not provide a clear answer; does not manage questions he/she can't answer well	Speaker does not understand questions, responses are unclear; questions he/she can't answer are managed poorly		
Voice	Use of fluid speech and inflection maintains the interest of the audience; speaks at the right volume and enunciates; speaker is engaging and has enthusiasm	Satisfactory use of inflection, but doesn't consistently use fluid speech; may speak too loud or soft or may mumble occasionally	Displays some level of inflection, however is monotone at times; Speaker is both too loud or soft-spoken and mumbles often	Consistently uses a monotone voice; Speaks too loud or too soft throughout the entire presentation; mumbles consistently		
Interpretation of data	Accurately and articulately explains graphics, figures, and analyses	Includes graphics and figures, but struggles to explain the analyses associated with the graphic and figures	Includes graphics and figures as appropriate, but unable to accurately and articulately explain the analyses associated with the figures and graphics	Ineffective or incorrect use of figures and graphics and unable to correctly explain the analyses		
Quality of science presented	Quality of scientific knowledge and research presented are exemplary	Quality of scientific knowledge and research presented are satisfactory	Quality of scientific knowledge and research presented are acceptable	Quality of scientific knowledge and research presented are below minimum standards		