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| **Communication in Physics: Presentation Evaluation** | | | **Talk #** | | |
| Speaker’s Name: | | Date: | | | |
| Presentation Title: | | | | | |
| Category | Criteria | | | Pts  max | Points  **deducted** |
| Organization  *20 points* | Information is presented in a logical sequence. | | | 3 |  |
| Introduction gives good preparation and puts topic in context | | | 3 |  |
| Central ideas are clearly specified | | | 4 |  |
| Body of speech is focused to get message across | | | 3 |  |
| Effective summary and conclusion | | | 3 |  |
| Figures have captions defining what is shown, slides are numbered | | | 2 |  |
| Presentation appropriately cites references. | | | 2 |  |
| Content  *40 points* | Subject interesting and appropriate for the occasion | | | 3 |  |
| Presentation contains right amount of material | | | 4 |  |
| Scientific terms and concepts are well explained and put into context | | | 6 |  |
| Scientific material presented by speaker is accurate,  and the speaker knows what he/she is talking about | | | 12 |  |
| Written text effectively supports the message | | | 6 |  |
| Materials show good writing skills, spelling and punctuation. | | | 2 |  |
| Figures and other visual aids effectively support the story | | | 6 |  |
| Presentation identifies author and date | | | 1 |  |
| Delivery  *40 points* | The speaker speaks clearly and distinctly and is easy to hear and understand. | | | 5 |  |
| Presentation materials are legible at intended distance. | | | 5 |  |
| Speaker uses appropriate comportment, posture and eye-contact | | | 3 |  |
| Spoken words are matched/supported by information on slides (text and figures) | | | 4 |  |
| Presentation is engaging and keeps audience’s attention throughout the talk | | | 6 |  |
| Pace of presentation is appropriate | | | 4 |  |
| Presentation shows obvious preparation and practiced delivery. | | | 10 |  |
| Length of the presentation is within assigned time requirement. | | | 3 |  |
| **Score** | **Total Points** | | | **100** |  |

Additional comments: