

# SURF Seminar Day

## Doris S. Perpall Speaking Awards Rating Criteria

We ask that you score each talk, using the criteria described below, on the enclosed rating sheets. Scores for each criterion are 1 through 10, with 10 being best. The speaker with the most points in each session will advance to the semi-final round.

### ***Introduction and Organization***

- The speaker has captured the interest and attention of the audience.
- There is a clear statement of the topic. The purpose and objectives of the work have been stated.
- The speaker has provided a road map for the talk (outline, agenda, summary of points).
- There is a logical flow from one point to the next. You can tell when speaker moves from point to point.
- The material has been organized to fit into the time allotted.
- The terms and concepts have been explained.

### ***Technical Content***

- The speaker demonstrates good insight into and understanding of the problem.
- Scientific explanations are sound.
- Analogies, examples, statistics, etc., are used appropriately to interpret the problem and illustrate the solution, results, and conclusions.
- The relationship between the project and other work in the field has been made clear.
- The speaker is able to answer questions.
- The speaker has summarized the outcome of the project.
- If no results were reached, the speaker has conveyed the nature of the difficulties and how these might be overcome or followed up.

### ***Presentation Skill***

- The speaker is confident in presentation of self and material.
- Language, dress, and manner are appropriate to the occasion.
- The speaker projects energy and vitality and exhibits a genuine enthusiasm for the work done and the opportunity to talk about it.
- If visual aids are used they are well made and effectively used.
  - Overheads, slides, or computer projections are clearly labeled and able to be read from the back of the room.
  - The amount of information on each is appropriate.
  - The speaker handles multiple overheads well; keeps them organized.
  - The speaker stays out of projection light, uses pointer.
  - The speaker explains/interprets visual aids for the audience.
- If audio-visual aids are not used, the speaker has found other ways (e.g., blackboard, flip charts, or verbal repetition to highlight main points) to keep the attention of the audience and help them follow the train of thought.

### ***Other features that separate the outstanding presentations from the good talks***

There are many factors that distinguish an outstanding presentation from a good or adequate talk, and this talk may have some qualities that are not captured in the descriptions above. If you feel that the speaker has done an exceptional job and should receive additional points, use this category to convey your enthusiasm. *Your rating here for a good or adequate presentation should be zero.*

***SURF is a learning experience!*** Students will benefit from your feedback on their talks. Please comment on their strong and weak points, and offer suggestions from your experience as a speaker or an audience member. We send your comments (not your rating sheet) to the students for their use in future presentations.