

Formal Paper and Presentation Grading Guide

Student Name: _____

Section: _____

FORMAL PAPER

- _____ / 24 Technical Background, Analysis and Conclusions
- Well defined “theme” or technical focus of paper
 - Appropriate background on product or technology selected
 - Identification of key issues/questions addressed
 - Summary of research results appropriate to topic, sufficient for analysis
 - Quality of your analysis and conclusions
- _____ / 6 Use of Technical Reference Sources
- Appropriate sources (quantity, type, etc.)
 - Used to support your description and/or analysis
 - Appropriate citations in body of text, reference list in proper format
- _____ / 6 Organization of the Report
- Abstract (appropriate length, summarizes topic and results)
 - Appropriate division into sections, proper headings
 - Good use of figures, tables, etc.
- _____ / 12 Quality of the Writing
- Grammar, spelling, punctuation
 - Style, readability, conformance to standards
- _____ / 48 **Formal Paper Total**

FORMAL PRESENTATION (Evaluation Scale: 1 = poor, 2 = fair, 3 = good, 4 = excellent)

Presentation Content

- 1 2 3 4 Technical content (topic identified, background, research results and analysis, conclusion)
- 1 2 3 4 Clearly defined introduction, body, and finish to talk
- 1 2 3 4 PowerPoint slides (technical content, usage enhanced talk, readability)

Speaking Skills

- 1 2 3 4 Avoided ah/er/uh/um, other filler words
- 1 2 3 4 Eye contact with audience, body language, and gestures
- 1 2 3 4 Vocal skills (clarity, tone, pitch, pace) and language usage (word choice, etc.)

_____ / 24 **Presentation Total**