

## **Doris S. Perpall SURF Speaking Awards Rating Criteria**

The intent of the Doris S. Perpall SURF Speaking Award is to encourage excellence in communication skills. Therefore, the judging "must be on the excellence of the oral presentation, not on the significance nor the results of the research being reported." Students are also strongly encouraged to learn the skill of presenting highly technical information to a general audience.

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.

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

- 1.1 The speaker has captured the interest and attention of the audience.
- 1.2 There is a clear statement of the topic. The research question, problem, or design; purpose; and objectives of the work have been clearly stated.
- 1.3 The speaker has provided a road map for the talk (outline, agenda, summary of points, future work).
- 1.4 There is a logical flow from one point to the next. You can tell when speaker moves from point to point.
- 1.5 The material has been organized to fit into the time allotted.
- 1.6 The main terms and concepts have been explained.

### ***Technical Content***

- 2.1 The speaker demonstrates good insight into and understanding of the problem.
- 2.2 Scientific explanations are sound.
- 2.3 Analogies, examples, statistics, etc., are used appropriately to interpret the problem and illustrate the solution, results, and conclusions.
- 2.4 The relationship between the project and other work in the field has been made clear. Examples from the literature have been cited.
- 2.5 The speaker has summarized the methodology and/or approach taken to research the problem.
- 2.6 The speaker is able to answer questions.
- 2.7 The speaker has summarized the outcome of the project and steps for future research.
- 2.8 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***

- 3.1 The speaker is confident in presentation of self and material.
- 3.2 Language, dress, and manner are appropriate to the occasion.
- 3.3 The speaker projects energy and vitality and exhibits a genuine enthusiasm for the work done and the opportunity to talk about it.
- 3.4 The speaker is able to convey highly technical material to a general audience.
- 3.5 If visual aids are used they are well made and effectively used.
  - Slides are clearly labeled and able to be read from the back of the room.
  - The amount of information on each is appropriate.
  - The speaker stays out of projection light, uses pointer effectively.
  - The speaker explains/interprets visual aids for the audience.

### ***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.