

Tony & Ilan 6.161 final presentation, Dec 9, 2008. Comments from writing instructor Susan Ruff (ruff@mit.edu)

| | Okay | Good | Excellent | Comments |
|---|---|------|-----------|--|
| Content | | | | |
| Purpose of presentation is clearly stated. | More emphasis needed. Get the audience up to speed. | | | State the purpose of the presentation with emphasis. Tony, you speak very quickly. You need to grab the audience's attention so they don't miss your statement of the focus of the talk. Although the focus of the presentation wasn't sufficiently emphasized at the start, the body of the presentation was extremely clear, so the audience had ample opportunity to get on board if they missed the beginning. |
| Presentation has a beginning/overview, middle, and end. | | | Excellent | |
| Points are supported with clear examples. | | | Excellent | |
| Style and Delivery | | | | |
| Maintains eye contact with audience. | | | Excellent | Tony, your delivery was very professional and clear. The clarity was aided by such guiding statements as "Some points that I want you to remember are..." Although your words were very clear and provided emphasis, the pace of your speaking did not vary, so it was easy to miss important points. Slow down at key moments to provide emphasis to important points. You did a good job of orienting us to visuals so we could easily follow your subsequent discussion of those visuals. Ilan, your delivery also was professional and clear and you did a very nice job of modulating your voice to provide emphasis. You both made good use of humor. |
| Avoids filler words (e.g., <i>um</i> , <i>like</i> , <i>ah</i>) | | | Excellent | |
| Language appropriate, professional | | | Excellent | |
| Modulates voice appropriately (pitch, volume, inflection, tone, pace) | | Good | | |
| Body language indicates interest, professionalism, and poise (as demonstrated through gestures, fidgets, posture, clothing choice). | | | Excellent | |
| Pointer used effectively | | | Excellent | |
| Honors time limitations. | | Good | | |
| Slides | | | | |
| Readable from back of room | | Good | | Good use of visuals. I particularly liked the clear visual explanation of frequency doubling. |
| Titles orient and focus audience | (see note at the right--I didn't notice the slide titles) | | | |
| Data presentation effective (e.g., legible, uncrowded, symbols distinctive, error bars present, good use of color) | | Good | | Using a black background for the slide titles de-emphasizes the titles, so I tended to not notice them. (Consider making titles an integral part of the slide: you could perhaps use the title to briefly but clearly make the main point of the slide.) The slides supported your presentation well. |
| Slides contain minimal text | | Good | | |