

**DEPARTMENT OF SPECIAL EDUCATION
ORAL RESPONSE (WRITTEN MATERIALS) EVALUATION FORM**

STUDENT CODE: _____ **COMMITTEE**
MEMBER: _____

Oral response (written materials) include: (a) an abstract of the presentation, (b) a detailed outline of the presentation, (c) copies of all presentation materials (i.e., overheads, powerpoint slides), (d) a list of references supporting the primary points of the presentation, (e) objectives for the audience, and (f) plans for audience involvement.

Writing Style

Check Problem Area(s):

- ___ Orderly and smooth presentation of ideas (e.g., organization within and across sections, logical sequencing of ideas without gaps in the flow of ideas)
- ___ Economy of expression (e.g., succinctness vs. wordiness).
- ___ Precision and clarity of meaning (e.g., semantics, choice of words, professional vs. colloquial expression)

Rating:

Poor					Excellent
1	2	3	4	5	

Comments on Strengths and Weaknesses:

Syntax, punctuation, spelling, and proofreading

Check Problem Area(s):

- ___ Syntax (grammatical errors in sentence structure)
- ___ Punctuation (incorrect use of punctuation marks)
- ___ Spelling errors (other than what appear to be typos)
- ___ Proofreading errors (e.g., extra or repeated words or lines; typographical errors)

Rating:

Poor					Excellent
1	2	3	4	5	

Comments on Strengths and Weaknesses:

Use of APA format guidelines

Check Problem Area(s):

- Title Page
- Running head
- Pagination
- Correct margins and spacing
- Appropriate and correct use of heading and subheadings
- Correct use of references
- Correct use of abbreviations and quotations, if appropriate
- Correct format for figures and tables, if appropriate

Rating:

Poor					Excellent
1	2	3	4	5	

Comments on Strengths and Weaknesses:

Content

Check Problem Area(s):

- Accuracy of content (e.g., consistent with accepted professional knowledge bases)
- Focus (e.g., the problem / topic is defined appropriately, writer draws a conclusion)
- Coverage (e.g., adequate coverage of all parts of question, including examples to illustrate concepts and support points)

Rating:

Poor					Excellent
1	2	3	4	5	

Comments on Strengths and Weaknesses:

OVERALL RATING

PASS **FAIL**

OTHER COMMENTS / RECOMMENDATIONS:

**DEPARTMENT OF SPECIAL EDUCATION
ORAL RESPONSE (PRESENTATION) EVALUATION FORM**

STUDENT CODE: _____ **COMMITTEE**
MEMBER: _____

The oral presentation will be 45 minutes in length. The presentation will be made to the supervisory committee. During the presentation, members of the supervisory committee and faculty will ask questions.

Presentation Content

Check Problem Area(s):

- ___ Introduction (the problem / topic is defined appropriately, clearly delineates the topics to be covered)
- ___ Body (relates to the introduction, provides examples and illustrations of key points, synthesizes and integrates the research base, provides transitions and summary statements)
- ___ Accuracy of Content (e.g., consistent with accepted professional knowledge bases)
- ___ Coverage (e.g., adequate coverage of all parts of question, including examples to illustrate concepts and support points)
- ___ Conclusion (relates back to introductory statement, summarizes key points, draws a conclusion)

Rating:

Poor					Excellent
1	2	3	4	5	

Comments on Strengths and Weaknesses:

Presentation Style

Check problem area(s):

- ___ Use and management of visual aids (effectively incorporates presentation technology, readable, comprehensible, reinforces key points, provides structure)
- ___ Timing (length of presentation, pace)
- ___ Verbal communication (talks to the audience vs. reads from paper, pause, pitch, vocal variety, clarity, appropriate use of note cards as a guide, uses professional rather than colloquial expression)
- ___ Nonverbal communication (movements, posture, facial expression, eye contact)

Rating:

