

**LPL**

Lunar &amp; Planetary Laboratory

# GRADUATE STUDENT COLLOQUIUM EVALUATION FORM

**Name of Speaker :** \_\_\_\_\_**Date :** \_\_\_\_\_**Indicate type of talk:**

- Review of journal article  
 Report on speaker's research

**Reviewed by :**  Faculty member  Researcher  Student  Other: \_\_\_\_\_

Instructions: please review the categories below and select the descriptions that apply to the speaker's talk.  
Additional comments are welcomed and encouraged! **Mark all that apply!**

**STUDENT'S SPEAKING STYLE:**

ADDITIONAL COMMENTS:

- Great; confident speaking style!  
 Good; only small improvements needed  
 Spoke too fast *or*  Spoke too slow  
 Nervous speech and/or sounded unprepared  
 Hard to understand (mumbling, etc.)  
 Speech too colloquial; lacked professionalism  
 Lots of "umms" or other filler words  
 Lacked enthusiasm and/or excitement

**STRUCTURE AND ORGANIZATION:**

ADDITIONAL COMMENTS:

- Great; logically structured!  
 Good; only small improvements needed  
 Not logically organized; weak structure  
 Skipped around; had to flip back to previous slides  
 Summary ill-used, did not sum up talk  
 Connection between problem and results not clear  
 Very little introduction, no problem outlined

**CONTEXT OF TALK:**

ADDITIONAL COMMENTS:

- Great; significance is clear!  
 Good; only small improvements needed  
 Implications of work unclear  
 More background information needed  
 Lacked appropriate "big-picture" view  
 Missing references to recent/important literature

**CONTENT AND COMMUNICATION:**

ADDITIONAL COMMENTS:

- Great; key message delivered!  
 Good; only small improvements needed  
 Content too basic *or*  too technical for this audience  
 Too many facts/equations; detracted from key points  
 Key points unclear (more articulation needed)  
 Level of jargon and/or use of hyperbole confusing

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**USE OF VISUAL AIDS:**

ADDITIONAL COMMENTS:

- Great; Visual aids used well!
- Good; only small improvements needed
- Distracting colors and/or fonts
- Text/figures too small *or*  too big
- Slides contain not enough *or*  too much information
- Poor image quality
- Figures (and/or figure axes) not well explained
- No scale bar or axis labels

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**CRITICAL ANALYSIS:**

ADDITIONAL COMMENTS:

**(only if the talk reviews a journal article!)**

- Great; a true evaluation of the article!
- Good; only small improvements needed
- Only described or explained the article; no analysis
- Article's Importance to current/future work not clear
- Article had a major weakness that was not addressed
- Article's assumptions poorly articulated

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**HANDLING OF QUESTIONS:**

ADDITIONAL COMMENTS:

- Great; helpful and clear responses!
- Good; only small improvements needed
- Questions were not well resolved
- Speaker did not allow person to finish question
- Speaker seemed nervous about answering questions
- Impolite or not gracious to questioner

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**DECORUM AND SPEAKER MECHANICS:**

ADDITIONAL COMMENTS:

- Great; Professionally executed!
- Good; only small improvements needed
- Little to zero eye contact with audience
- Not dressed appropriately
- Too much moving around; distracting
- Talk too short *or*  too long
- Read directly off slides; did not engage audience

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**OTHER COMMENTS:**