

**Continuous Improvement of Manufacturing Systems (ME-419)**  
**Presentation Evaluation Form**

**Group:****Date:****Session:****Assignment:****Evaluator(s):**  
  
.....

**Reminder 1: Grading criteria** - Grading of reports/project(s)/presentations/assignments is based on the following factors:

- 50% Depth of insight
- 25% Application of concepts
- 25% Professionalism

**Reminder 2: The art of giving feedback**

- **Respectful** ... always ask for permission
- **Fact-based** .... What I observed is that ...
- **Constructive** ... what I suggest is that
- **Short** ... respect 4-sentence rule
- **Concise and to-the-point** ... not more than 3 points

**Reminder 3: Body Language:**

- **Posture** (Nervous/relaxed, Uncertain/confident, Uncomfortable/comfortable)?
  - **Gestures** (Artificial/natural, Passive/lively, Vague/precise)
  - **Body movements** (Lifeless/animated, Random/purposeful, Distracted/attentive)
  - **Facial expressions** (Artificial/natural, Unfriendly/friendly, Incongruent/appropriate)
  - **Eye contact** (Artificial/natural, Followed set pattern/spontaneous, No eye contact/bonding)
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- .....

**1. Depth of insight/arguments/reasoning:**

- a.
- b.
- c.

**2. Application of concepts (lectured in the class/shared in Moodle):**

- a.
- b.
- c.

**3. Professionalism (Presentation Style, Slides/story-telling style, Body language, ...)**

- a.
- b.
- c.