

Talk Review Form

CS 886 – Multiagent Systems, University of Waterloo, Winter 2006

Speaker:

Date:

1. **Mechanics of Communication:** excellent, very good, good, fair, poor

- Were the slides easy to read and not overcrowded?
- Was the talk audible from every seat in the room?
- Were crucial slides displayed long enough?
- Did the speaker avoid distracting movement and gestures?

2. **Presentation:** excellent, very good, good, fair, poor

- Was the talk well presented? (E.g. no major typos, no slides out of order, good time management?)
- Did the speaker strive to keep the audience's attention?

3. **Structure:** excellent, very good, good, fair, poor

- Was there a clear introduction, middle part and conclusion?
- Did the introduction make clear what the talk was about?
- Did the introduction motivate the rest of the talk?
- In the middle part, did the speaker strive to make subtle ideas simpler?
- Did the speaker explain all crucial technical terms clearly?
- Did the conclusion summarize the important ideas and results?
- Was it clear what the audience should take away from the talk?

4. **Other Comments:** (Strengths, suggestions for improvement...)