



## GGG : Geodetic Seminar (19WS)

Date: **2019-11-**

Start: : End: :

Presenter : Topic :		-	-	o	+	+
1	<b>PREPARATION</b>					
	Achievement of agreed goals? [only partially] ... [mostly] ... [more than expected]					
	Balance: Independency – Exchange/Contact [dependent/less exchange] ... [excellent]					
	Congruence: Given topic – Content of presentation [little overlap] ... [100% coherent]					
	Understanding of the material [superficial] ... [basic understanding] ... [strongly penetrated]					
2	<b>CONTENT / STRUCTURE</b> Overall					
	Opening: Motivation / Intro to topic [missing/unclear] ... [reasonable] ... [to the point]					
	Main: Structural design [structure invisible] ... [not bad] ... [very clear to capture]					
	Main: Content / Depth [already known/flat throughout] ... [interesting] ... [new insights]					
	Closing: Summary / Conclusion / Outlook [missing] ... [reasonable] ... [very informative]					
	Remarks:					
3	<b>SLIDES</b> Overall					
	Outline, headlines, footer, captions [needs improvement] ... [informative]					
	Readability: font (type, size, color), page # [needs improvement] ... [excellent]					
	Layout: Text / Images / Graphs [text-heavy/only keywords] ... [well balanced]					
	Referencing: ideas, approaches, figures, tables [missing/incorrect] ... [complete/correct]					
	Remarks:					
4	<b>ORAL PRESENTATION</b> Overall					
	Aids: The presentation is read... [completely read] ... [with aids] ... [completely free]					
	Eye contact with the audience: [rare] ... [occasional] ... [always]					
	Body posture: [closed and shy] ... [arms closed and hands in the pockets] ... [free and open]					
	Language: precise, direct, appropriate [vague / indirect / fuzzy] ... [precise / direct / clear]					
	Expressions of hesitation (äh..., hm..., and...) [constant] ... [occasional] ... [free]					
	Vividness and Speed: [boring / too slow / too fast] ... [appealing / optimally]					
	All contents of the slide presentation (keywords, pictures, tables) are addressed					
	Duration of the presentation is too long /too short in [min] [ ≥5][ 4 ][ 3 ][ 2 ][ 1 ]					
	Remarks:					
5	<b>DISCUSSION</b> Overall					
	Response: Approach to the questions and precision of the answers					
	Confidence in the discussion, background knowledge available					
	Remarks:					