

BOSTON UNIVERSITY ASTRONOMY JOURNAL CLUB FEEDBACK FORM

Presenter: _____ Reviewer: _____ Date: _____

Major Components of Talk

| <u>INTRODUCTION/MOTIVATION/BACKGROUND:</u> | <u>Rating: 1 (poor) – 5 (excellent)</u> | | | | |
|--|--|---|---|---|---|
| Gave audience a reason to listen (catches interest) | 1 | 2 | 3 | 4 | 5 |
| Appropriate length | 1 | 2 | 3 | 4 | 5 |
| Organized and logical in flow | 1 | 2 | 3 | 4 | 5 |
| Provided information needed to understand the rest of the talk, given the audience | 1 | 2 | 3 | 4 | 5 |
| Started with big picture and “zooms in” to the project | 1 | 2 | 3 | 4 | 5 |
| <u>METHODS:</u> | | | | | |
| Provided information to understand methods, without getting lost in detail | 1 | 2 | 3 | 4 | 5 |
| <u>RESULTS:</u> | | | | | |
| Provided enough information to understand & evaluate results, without getting lost in detail | 1 | 2 | 3 | 4 | 5 |
| <u>CONCLUSIONS/DISCUSSION/IMPLICATION:</u> | | | | | |
| Explained clearly the implications, identifies open questions and the next step | 1 | 2 | 3 | 4 | 5 |
| Answer audience questions clearly & concisely | 1 | 2 | 3 | 4 | 5 |

Comments:

Delivery and Visuals/Graphics/Slides

| TIMING: | Rating: 1 (poor) – 5 (excellent) | | | | |
|---|---|---|---|---|---|
| Total length of presentation (\leq 5 min., 10 min., 15 min., etc.) | 1 | 2 | 3 | 4 | 5 |
| Number of slides & time spent on each slide | 1 | 2 | 3 | 4 | 5 |
| SLIDES/FIGURES/GRAPHICS: | | | | | |
| Amount of information per slide (not too busy/not too much text) | 1 | 2 | 3 | 4 | 5 |
| Easily readable text (fonts, size, colors) | 1 | 2 | 3 | 4 | 5 |
| Figures understandable & adequately explained | 1 | 2 | 3 | 4 | 5 |
| Figure axes labeled; labels & tick marks legible | 1 | 2 | 3 | 4 | 5 |
| Figures large enough, points & lines legible (thickness, color) | 1 | 2 | 3 | 4 | 5 |
| Figures all have citations | 1 | 2 | 3 | 4 | 5 |
| No spelling or grammatical errors in text | 1 | 2 | 3 | 4 | 5 |
| RAPPORT WITH AUDIENCE: | | | | | |
| Eye contact with audience | 1 | 2 | 3 | 4 | 5 |
| Conveyed enthusiasm | 1 | 2 | 3 | 4 | 5 |
| VOICE: | | | | | |
| Spoke clearly | 1 | 2 | 3 | 4 | 5 |
| Volume of voice | 1 | 2 | 3 | 4 | 5 |
| Rate of speaking (not too fast, not too slow) | 1 | 2 | 3 | 4 | 5 |
| Minimal vocalized non-words (um, uh, etc.) | 1 | 2 | 3 | 4 | 5 |
| PHYSICAL PRESENCE: | | | | | |
| Body language & posture | 1 | 2 | 3 | 4 | 5 |
| Avoided nervous mannerisms (fidgeting, etc.) | 1 | 2 | 3 | 4 | 5 |
| Effective use of pointer (not used too much or wiggling) | 1 | 2 | 3 | 4 | 5 |

Comments: