

## PHYS 496—Colloquium Report Template

Read all directions carefully and address each point on the template. A thorough report usually requires about 500 words.

Put at the top of your report:

Your Name:

Date of Colloquium/Seminar:

Title/Speaker:

**Write a narrative report;** do not simply fill in one-sentence answers to the suggested outline shown below. To receive full credit for the report, evaluate all three elements of the talk—the title and abstract, the scientific content, and the presentation style. Be sure to stay for the question and answer portion so you can evaluate the way the speaker handles questions

### *Evaluate the Title and Abstract*

- Did the title attract your attention and interest you in the talk?
- Did the abstract adequately prepare you for the talk? Did it preview the main ideas?
- Was the abstract written at an appropriate level for the audience?
- Did the abstract use excessive jargon or undefined terms?
- Did the abstract engage your interest?

### *Discuss the Content of the Talk*

- What was the main scientific *goal* of the research described?
- Summarize the main activities or methods reported in the talk.
- Summarize the results or significant conclusions.
- Was the information presented at an appropriate level for the audience? Could you follow the flow of information? Were there any “speed bumps” where the speaker lost you?

### *Assess the Presentation*

- Comment on the quality of the slides. Did they enhance or detract from the presentation? (readable, right mix of text and graphics, visually interesting, distracting effects, typos, poor slide aesthetics)
- Comment on the speaker's pace and vocal delivery. (too fast, too slow, hard to understand, mumbled)
- Did the speaker have any distracting mannerisms? (did not maintain eye contact with the audience, paced, read text off the slides, fiddled with things)
- How could the speaker improve the presentation?
- How well did the speaker answer audience questions? Did the speaker repeat the question so everyone could hear it? Did the speaker treat questioners courteously and respectfully?

Colloquium reports are worth 50 pts each.