PHYS 496—Colloquium Report Template

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.

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

- What was the main scientific ***goal*** of the research being 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?
- How well did the speaker answer audience questions? Did he or she repeat the question so everyone could hear it? Did the speaker treat questioners courteously and respectfully?

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 his or her presentation?

DUE DATES:

Colloquium Report #1—Due by 9:00 p.m. on February 9; rewrites due by February 23.
Colloquium Report #2—Due by 9:00 p.m. on March 2; rewrites due by March 30.
Colloquium Report #3—Due by 9:00 p.m. on March 30; rewrites due by April 20.
Colloquium Report #4—Due by 9:00 p.m. on April 20; **not eligible for rewrites**.

No colloquium reports will be accepted for grading (either initial or rewrites) after April 27.

Email your colloquium report to cmelliot@illinois.edu. Reports must be submitted ***by the established deadlines*** to receive full credit.