

Name of Presenter _____

Date _____

Title of Presentation _____ Start time: _____ End time: _____

Name of Person Giving Feedback (First and Second Name) _____

Remember that honest feedback will help your colleague to make progress in their presentation skills.**Check one box and make comments. Higher numbers mean better.**

(4 indicates "perfect" & you can't offer any suggestions; 1 indicates substantially more work needed in future presentations)

The presenter should keep these sheets in a "Presentations" section of the his/her portfolio.**** Please alphabetize the feedback sheets by last name and put David's on top. ****

1. Introduction : Was the topic motivated by placing it in context? Was there an introductory outline of what was to be covered?

1	2	3	4

Comments:**2. Progression:** Was there a logical and interconnected progression between topics?

1	2	3	4

Comments:**3. Clarity:** Did the presenter speak clearly? Did the presenter clearly define new terms?.

1	2	3	4

Comments:**4. Pace:** Was the pace fast, slow, or just right for listening and note-taking?**Comments:****5. Summary:** Was the summary clear? What were the 2 or 3 "take-home" points?**Comments:****6. Time:** Did presenter keep track of the allocated time? Would it have been better to elaborate on some points and decrease time spent on other points?**Comments:****7. Preparation:** Was the presenter adequately prepared? Was there a specific area that need additional preparation?

1	2	3	4

Comments:**8. Additional comments on presentation techniques or mechanics:****9. Additional comments on the scientific and technical content of the presentation:**