

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 with 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: