

PRESENTATION FEEDBACK SHEET

DATE:	TOPIC:
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PRESENTER NAME:	TIME STARTED:	TIME ENDED:
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Structure: Was the information organised so that the message came across to the audience?

	weak	adequate	good	very good	excellent	remarks
Getting interest						
Research questions						
Clarity of theoretical framework & method						
Details and examples						
Conclusions						
Q&A session						

Delivery: Did the speaker establish a good level of contact with the audience?

	weak	adequate	good	very good	excellent	remarks
Pace						
Eye-contact/posture/ facial expression						
Use of voice						
Slides: amount of text / design/accuracy/ source documentation						

Language: Was the language used appropriate and accurate, and was the speaker fluent?

	weak	adequate	good	very good	excellent	remarks
Overall fluency						
Vocabulary (range)						
Grammar (accuracy)						
Signposting (Coherence)						
Pronunciation: no errors that cause misunderstanding						