

# Giving feedback

# How to give feedback on presentations

<https://www.youtube.com/watch?v=aIFss2lag78>

Overall summary of what to do and not to do when offering feedback.

# When giving evaluations:

<https://www.toastmasters.org/magazine/magazine-issues/2016/oct2016/evaluation>

Approach each speech with honesty while remaining positive.

Evaluate what the speaker does and not who the speaker is

Report what you see, hear and feel as a member speaks.

Delivering an evaluation is an excellent way to practice and demonstrate your speaking skills. Remember these five points:

- 1. Before the speech,** review the evaluation guidelines for that particular project and approach the speaker to discuss the objectives for their speech. Address any concerns.
- 2. Personalize your language.** Before giving your evaluation, put yourself in the position of the speaker. Use “I” phrases and stay away from phrases like “You didn’t ...,” “You should have ...,” “You failed to ....”
- 3. To encourage improvement,** use words like “I believe ...,” “My reaction was ...,” “I suggest that....”
- 4. Evaluate the speech—not the person!** Always keep your main purpose in mind: to support, help and encourage the speaker. Don’t assess personal qualities—only assess actions related to the speech.
- 5. Promote self-esteem.** Motivate and inspire the speaker to deliver another speech by giving sincere praise and constructive suggestions on what they can improve. Always end your evaluation with positive feedback.