



## Providing feedback to a presentation

- Begin with some positive feedback because usually after hearing negative feedback the receiver of the feedback cannot listen to the rest of the comments very well.
- Make sure the presenter really heard the positive feedback. People have the tendency to push positive comments aside, while it is essential in learning presentation to become more confident.
- Give feedback on concrete behaviour; things you heard and saw. Discuss your impression as a member of the audience.
- Make some suggestions of how it could be done differently. Remember it is easier to learn new things than to unlearn old things.
- Don't overdo the number of comments. Name at most three points that someone can work on for their next presentation.
- Only give feedback on behavior that can actually be changed. For example it would be of no use to critique someone's height. But you could provide suggestions regarding body language.
- Give the person a chance to react to your feedback.

## Presentation observation checklist

### Audience

Was it made clear to you why it would be interesting for you to listen?

Did the presenter make contact with you?

### Structure

Was the introduction clear and engaging?

Can you summarize the presentation in one sentence?

Was the structure of the presentation clear and logical?

Did the presentation have a strong ending?

### Content

Was the story compelling? Which parts in particular?

Was the presentation easy to understand?

Did the speaker use jargon?

### Voice

Could you understand the speaker well?

How was the speed of speech?

Was there sufficient alternation between loud and soft, and high and low in voice modulation?

### Non-verbal

Did the presenter use functional and attractive images? Also in speech?

How was the speaker's non-verbal communication? (posture, movements, clothing)