



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)