



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. Talk about how it came across to you as 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 to behaviour 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 clear to you why it is 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)