

TU/e SkillsLab Feedback form: Presentation Skills

This feedback form is filled in by: _____

Date: _____

The feedback provided regards: _____

1. Feedback rubric

Subskill	Question	Level 1	Level 2	Level 3	Level 4
<i>Preparation</i>	When this person gives a presentation he/she	does not prepare at all.	barely prepares for it.	moderately prepares for it.	thoroughly prepares for it.
<i>Organization - Structure</i>	In the presentation I saw of this person	He/she has not emphasized what the goal of his/her presentation was.	He/she has not been clear enough about the goal of the presentation.	He/she has introduced the subject but sometimes struggled with what the main issues, the goals, and the sub-goals are.	He/she has highlighted the main points so that the goals and sub-goals are clear.
	In the presentation I saw of this person was	a list of unrelated parts without an introduction, running theme and a conclusion.	a collection of facts without an introduction or conclusion. There is no running theme yet; therefore, he/she was not always to the point.	well structured, but it is not always in a logical sequence. He/she has stated a conclusion but it should be linked more to the main issues.	well structured, with a clear organization of ideas and results. He/she is able to introduce the subject and he/she is able to state the conclusion clearly and focus on the key issues.
<i>Content Knowledge</i>	When this person gives a presentation he/she	is not really familiar with the information that he/she is presenting and is unable to answer questions about the subject.	is sufficiently familiar with the content of his/her presentation and can only answer rudimentary questions about the subject	is at ease with the content. He/she is able to elaborate to some degree and explain about it when asked.	knows the content by heart and is able to elaborate and explain in depth when necessary.
	The presentation is	minimally supported by only one or two explanations, examples, illustrations, statistics, analogies, and/or quotations.	partially supported by a small variety of explanations, examples, illustrations, statistics, analogies, and/or quotations.	generally supported by a variety of explanations, examples, illustrations, statistics, analogies, and/or quotations.	always supported by a large variety of explanations, examples, illustrations, statistics, analogies, and/or quotations.

<i>Non-verbal Communication</i>	When this person presents, he/she appears	uncomfortable, which is shown by: an insecure posture, a lack of supportive gestures, not having any eye contact with the audience.	slightly uncomfortable, which is shown by: a grounded upright posture, some use of gestures, some eye contact with the audience and a further attempt to make eye contact.	comfortable, which is shown by: a grounded upright posture, gestures that support my presentation.	confident, which is shown by: a grounded upright posture, gestures that support my presentation and make it lively, frequent eye contact with the audience and rarely looking at my notes.
<i>Visual aids</i>	When this person presents, he/she	does not use any visual aids at all.	occasionally uses visual aids, however, they barely support the presentation, the slides contain too much text and are not presented in a logical order.	uses visual aids which support the presentation, the slides could use a few more images and are presented in a logical order.	uses visual aids which reinforce the text and presentation, the slides illustrate a perfect balance of text and images and are presented in a logical order.
<i>Target audience</i>	When this person presents, he/she	has not taken his/her target audience into account while preparing his/her presentation.	does not have a message which is suitable for his/her target audience.	has a message which fits his/her target audience most of the time.	has a message which fits his/her target audience perfectly.
	When this person presents, he/she	has no interaction with the target audience. quotations.	could have more interaction with his/her target audience. quotations.	interacts with his/her target audience sufficiently.	succeeds in interacting with his/her target audience perfectly.
<i>Use of English</i>	When this person speaks, his/her use of English	is inadequate. He/she does not use any of the correct field-related terminology and he/she lacks the language to say what he/she wants to say, especially when answering questions.	vocabulary is simple and characterized by its limitations. He/she has trouble in using the correct field-related terminology and the gaps in his/her English are especially noticeable during the question round.	vocabulary is generally appropriate. He/she communicates concisely and precisely using the correct field-related terminology and he/she makes some grammar mistakes, but any problems do not seriously interfere.	His/her vocabulary is more than adequate. He/she communicates concisely and precisely using the correct field-related terminology and He/she has a sufficient level for the question round.

<i>Pronunciation and fluency</i>	When this person speaks	His/her speech is too slow or too fast, uncertain and hesitant except for short memorized phrases.	His/her speech is relatively smooth, hesitant sometimes due to rephrasing.	He/she is able to give a smooth and fluent speech with only minor hesitation.	Hes/he communicates with ease during the entire presentation with smooth and fluent speech.
	During the presentation the fluency of this person is	nonexistent and he/she is inaudible most of the time.	deviates from that of a fluent presentation but does not interfere with it. His/her volume waves.	is ok, his/her speech is well paced but there are some inaudible word.	is perfect, the pace and intonations are correct and my volume is excellent.
<i>Handling Questions</i>	When someone asks a question during the presentation of this person, he/she	is unable to answer it.	recognizes the thrust of the question and attempt to answer it.	recognizes the thrust of the question and answer it clearly, he/she repeats the question when asked so everybody can hear it and to see if he/she understood it correctly.	recognizes the thrust of the question and answer it thoroughly with evidence. He/she repeats the question and after he/she answered it asks if it was a sufficient answer.
<i>Nervousness</i>	When this person needs to give a presentation he/she	is very nervous before and during the presentation and shows this during the presentation via his/her posture, motion and speech.	is nervous before and during the presentation and he/she demonstrates nervousness via his/her posture, motion and speech.	is slightly nervous before and during the presentation and he/she rarely demonstrates nervousness via his/her posture, motion and speech.	is not nervous before and during the presentation and he/she does not demonstrate nervousness via his/her posture, motion and speech.
	The nerves of this person have	a big influence on his/her presentation skills.	influence on his/her presentation skills.	some influence on his/her presentation skills.	no influence on his/her presentation skills.

2. Calculate the total score

Calculate your own skill level by counting how many times you selected a certain level and multiply this by its value, and sum the total:

Level 1: * 1 =

Level 2: * 2 =

Level 3: * 3 =

Level 4: * 4 =

TOTAL SCORE =

3. Score Interpretation (this part is for the person about whom the form is filled in)

Score	Comment
15-26	Your presentation skills are scaled at level 1. This means that your presentations are probably quite weak, and perhaps a little boring. There are lots of ways to bring more excitement to what, and how, you present. You simply need more practice developing the right kind of content, and learning how to convey your message with confidence. Make use of the tips and tools that are available on SkillsLab
27-37	Your presentation skills are scaled at level 2. Your presentations are moderate, the goal of your presentation is probably not clear enough. Therefore, it is likely that most parts of your message will not be remembered. Focus on the skills where you scored the lowest and make use of the tips and tools on SkillsLab to improve these skills
38-48	Your presentation skills are scaled at level 3. Your presentations are OK, and they are probably very typical of average presenters. The impression you leave is not good or bad. The message you want to convey is clear and structured. You probably use some examples in your presentation that relate to your audience and you rarely demonstrate your nervousness during the presentation. However, there is still room for improvement. Have a look on SkillsLab and focus on the skills where you scored the least amount of points.
49-60	Your presentation skills are scaled at level 4. Excellent job! You are giving excellent presentations. They are interesting and well suited to the audience, and you know that taking time to prepare pays off in the end. However you might be able to still improve some skills. Have a look on SkillsLab how to improve them.