

Presentation Feedback for _____

Content

Poor	Avg			Great	
1	2	3	4	5	Introduced motivation and interest in this topic/problem
1	2	3	4	5	Provided overview or agenda for presentation
1	2	3	4	5	Identified key points/thesis early in talk
1	2	3	4	5	Coherent pattern of organization
1	2	3	4	5	Sufficient detail to support discussion of key points
1	2	3	4	5	Presented significant results
1	2	3	4	5	Planned concluding remarks (not just “I guess that’s it.”)
1	2	3	4	5	Material was appropriate for audience
1	2	3	4	5	Emphasized his/her contribution

Content Score: _____

Delivery

Poor	Avg			Great	
1	2	3	4	5	Avoided fillers such as “uhm” “like” “you know”
1	2	3	4	5	Spoke loudly enough to be heard in the room
1	2	3	4	5	Pronounced words clearly
1	2	3	4	5	Spoke without noticeable pauses in mid-sentence
1	2	3	4	5	Used falling intonation at the end of sentences
1	2	3	4	5	Varied rate of delivery
1	2	3	4	5	Changed pitch for emphasis
1	2	3	4	5	Looked at entire audience
1	2	3	4	5	Spoke key points, intro, and concluding remarks without reading
1	2	3	4	5	Did not read to audience much from screen
1	2	3	4	5	Used concept-related gestures to show relationships
1	2	3	4	5	Avoided nervous hand movements
1	2	3	4	5	Stood straight
1	2	3	4	5	Planted feet
1	2	3	4	5	Appeared confident and enthusiastic

Delivery Score: _____

Visuals

Poor	Avg	Great			
1	2	3	4	5	Appropriate number of words and items on slides (not overloaded)
1	2	3	4	5	Used font sizes/images that could be seen easily
1	2	3	4	5	Diagrams focused on critical elements, not excessive in detail
1	2	3	4	5	Comparisons made analysis or design choices clear and easy to evaluate
1	2	3	4	5	Background did not interfere with diagrams or text
1	2	3	4	5	Sufficient “white” space to make organization of information clear
1	2	3	4	5	Images suited purpose
1	2	3	4	5	Colors were easy to view

Visuals Score: _____

Q & A

Poor	Avg	Great			
1	2	3	4	5	Listened to question without interrupting
1	2	3	4	5	Repeated or rephrased question
1	2	3	4	5	Began with general answer and then followed up with details
1	2	3	4	5	Addressed response to everyone
1	2	3	4	5	Stood ground or stepped toward questioner
1	2	3	4	5	Avoided cover-up gestures (fig leaf, behind back, arms crossed)

Q&A Score: _____

Additional Comments: