

PRESENTATION SKILLS FEEDBACK FORM

Name of person providing feedback: _____

Title of presentation reviewed: _____

Name of those making presentation: _____

Scale: 1 = Totally agree | 2 = Agree | 3 = Neutral | 4 = Disagree | 5 = Totally disagree

	1	2	3	4	5
Presenters introduced themselves demonstrated presence in making connection with audience					
Presenters took command of the room and the opportunity in a respectful, competent manner					
Presenters began with a clear introduction of their topic which provided an overview of what they would cover					
Material presented was appropriate to the topic assigned					
The ideas were presented clearly with a logical flow from one point to the next					
Presenters maintained a clear focus throughout their delivery					
Presenters concluded by summing up what they had covered					
Presentation was creative and entertaining					
Visual aids were clear and easy to read					
The way in which pictures and graphics were used was helpful					
Presenters included the right amount of facts and figures to make their point understandable					
Presenters did not use weasel words: um, you know, I mean					
Presenters listened respectfully to questions, let the person finish then appropriately answered the question					
Presenters knew their material, avoided reading from their notes					
Presenters seemed comfortable and relaxed – used appropriate body language, took a position and used movement appropriately					
Presenters came across as interested and enthusiastic					
Presenters spoke confidently, used humor if appropriate					
Presenter's voices were loud and clear – they were easily heard					
Presenters spoke neither too quick nor too slow. Their diction clear, strong, and well paced – they were easily understood.					
Presenters demonstrated good time management					
Presenters were alert to how the audience was receiving their message					
Presenters were speaking from their heart and not only from their head					
Presenters did more than just "talk the talk" – they truly managed to express themselves through this presentation					
Presenters had good command of technology, did tech check, dealt well with any technical problems that arose					
Presenters stayed in character throughout the presentation and afterwards					

Comments: