

Oral Presentation Feedback Form

Range of responses: “very good,” “good,” “ok,” or “needs work”

Content and Organization:

_____ The **introduction** "set up" the presentation with a preview of points. The position on the topic was stated clearly both in the introduction and on the outline.

_____ The **main points** were well developed and supported with the appropriate level of detail.

_____ **Visual aids** such as computer slides, overheads, or flip charts were easy to see and read. They were used effectively as support rather than as the main presentation (with the speaker serving as support for the slides).

_____ The **conclusion** was "cued" for the audience and summarized the presentation effectively.

Delivery: Vocal Aspects:

_____ **Questions** were handled gracefully.

_____ The language and tone were **conversational**.

_____ The delivery was **free of vocalized pauses** (such as "you know," "uh," "I mean," or "OK?").

Delivery: Physical Aspects:

_____ Real **eye contact was maintained** (as compared to reading from notes or the projection screen or gazing at the floor or wall).

_____ The speaker's **appearance** was confident and professional.

_____ Hand **gestures** and physical **movement** were used appropriately and effectively.

General Comments: