

## Presentation Observation Feedback

|          |         |
|----------|---------|
| Name:    | Date:   |
| Subject: | Length: |

| <b>Organization</b>                          | <b>Yes</b> | <b>No (provide comments)</b> |
|--|------------|------------------------------|
| <b>Introduction:</b>                         |            |                              |
| Was well structured                          |            |                              |
| Had a strong hook                            |            |                              |
| Had a clear outline                          |            |                              |
| Grabbed the audience's attention immediately |            |                              |
| <b>Body:</b>                                 |            |                              |
| Was well structured                          |            |                              |
| Followed outline                             |            |                              |
| Had appropriate length                       |            |                              |
| Flowed from one idea to the next             |            |                              |
| <b>Conclusions:</b>                          |            |                              |
| Had a clear end                              |            |                              |
| Didn't introduce new material                |            |                              |
| Summarized well                              |            |                              |
| Had take-aways                               |            |                              |
| <b>Questions:</b>                            |            |                              |
| Welcomed questions                           |            |                              |
| Responded well                               |            |                              |
| Asked questions of the audience              |            |                              |
| <b>Transitions</b>                           |            |                              |
| Linked ideas logically (followed outline)    |            |                              |
| Used appropriate linking language            |            |                              |

| <b>Non Verbals</b>   | <b>Yes</b> | <b>No (provide comments)</b> |
|--|------------|------------------------------|
| Used effective eye contact                                     |            |                              |
| If PowerPoint was used; extended on slides, didn't simply read |            |                              |
| Used visual aids well  |            |                              |
| Used open and welcoming body language                          |            |                              |
| Used effective movement in front of the room                   |            |                              |

| <b>Use of Voice</b>                                  | <b>Yes</b> | <b>No (provide comments)</b> |
|--|------------|------------------------------|
| Spoke clearly  |            |                              |
| Appropriate speed                                    |            |                              |
| Articulated & emphasized (non-monotonal)             |            |                              |
| Used Pauses  |            |                              |
| Used very few verbal mannerisms (um, okay, you know) |            |                              |

| <b>Confidence and Interest</b>              | <b>Yes</b> | <b>No (provide comments)</b> |
|---|------------|------------------------------|
| Demonstrated confidence                     |            |                              |
| Presented naturally                         |            |                              |
| Connected with the audience                 |            |                              |
| Stimulating and dynamic delivery            |            |                              |
| Demonstrated interest in the subject matter |            |                              |
| Generated interest in the subject           |            |                              |

**Grammar**

Blank area for Grammar notes.

**General Comments**

Blank area for General Comments.

Coach: \_\_\_\_\_ Date: \_\_\_\_\_