

Presentation Feedback Notes

Presenter:	Start – Finish times:
Date:	Number of slides:
Venue:	Minutes per slide:

SIGNIFICANCE

Subject/Topic:

Importance/value?

Objective?

(**Note:** Activity is not an outcome. What valuable result will the activity produce?)

Presenter:

What response did the presenter want from the audience?

- Agreement?
- Approval/Authorisation?
- Action?

Audience:

Relevance to the audience and their situation?

Usefulness?

Novelty?

Timeliness? Why now? Why not earlier or later?

STRUCTURED STORY

What does it mean? What is the overall point?

What is the argument/reasoning?

What is the evidence?

- Pertinent and Relevant?
- Essential and Necessary?
- Complete and Sufficient?
- Novel?
- Complexity and Density?
- Amount of material?
- Rate?

What % of the "jargon" did you understand?

STYLE: Delivery

Body Language:

- Eye contact?
- Facial Expressions?
- Gestures?
- Stance and movement?

Voice:

- Volume?
- Pitch?
- Pace (slow, medium, fast, very fast)?
- Pauses or Continuous/Non-stop?
- Articulation/Enunciation/Pronunciation?
- Variety and Emphasis?
- Acronyms, Jargon, Colloquialisms and Idioms?
- Attack and Fade?
- Resonance?
 - Nasal/Head
 - Mouth/Throat
 - Chest

STYLE: Visual Aids

Titles?

- Meaningful? (Question - Claim - Suggestion - Command)
- Representative?

Pictures?

Text?

Visibility and Legibility?

- Size
- Contrast
- Colours

Quality of Slides?

- Relevance
- Purpose
- Complexity
- Density
- Amount?
- Rate?