

Presentation Feedback Notes

Presenter: Start –Finish times:.....

Date: Number of slides:

Venue: Minutes per slide:

IMPORTANCE & OBJECTIVES

Project:

Importance/value to science and/or society?

Objective of the project?

(Note: Activity is not an outcome. What will we know/be able to do as a result?)

Presenter:

What response did the presenter want from the audience?

- Agreement?
- Approval/Authorisation?
- Action?

Audience:

Relevance to the audience? What is the connection with what they know, feel, do or have?

Usefulness?

Novelty?

Timeliness? Why now? Why not earlier or later?

MEANINGFUL MESSAGE = CONCLUSION + REASONING + EVIDENCE

Meaning =

Argument/Reasoning =

(Note: "Introduction, Methods, Results and Discussion" do not constitute an argument!)

Evidence =

- Pertinent and Relevant?
- Essential and Necessary?
- Complete and Sufficient?
- Novel?
- Complexity?

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 =

Jargon, Colloquialisms and Idioms =

Attack and Fade =

Resonance:

- Nasal/Head
- Mouth/Throat
- Chest

VISUAL AIDS

Titles:

- Meaningful? Question – Claim – Suggestion – Command?
- Representative?

Pictures=

Text =

Visibility and Legibility =

- Size
- Contrast
- Colours

Quality of Slides =

- Relevance
- Purpose
- Complexity
- Density