Listening to a group presentation (giving feedback)

Names of classmates doing the presentation:

The group’s topic:

As you listen to the different presenters, tick off the criteria in the checklist and/or make notes.

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| The person presenting … | presenter 1: | presenter 2: | presenter 3: | presenter 4: |
| … started by introducing his/her topic and the various parts of his/ her talk. |  |  |  |  |
| … made it clear (phrases, body language etc.) when he/she was moving from one point to the next. |  |  |  |  |
| … spoke clearly, slowly and loudly and used short, clear sentences. |  |  |  |  |
| … looked at his/her audience as often as possible, i.e. he/she did not read from his/her notes all the time. |  |  |  |  |
| … made good use of visuals (board/ transparencies/slides/pictures/charts/ PowerPoint etc.). |  |  |  |  |
| … summed up the main points of his/her talk at the end. |  |  |  |  |
| … finished by thanking his/her audience for listening. |  |  |  |  |
| … was able to answer questions by the audience. |  |  |  |  |
| … was within the given time limit. |  |  |  |  |
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