

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.

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.				