

ORAL PRESENTATION FEEDBACK SHEET

Speaker:	
Topic:	
Date:	
Tutorial Class	

This sheet is designed to give you constructive feedback on aspects of your oral presentation. The key to the levels of performance is as follows:

O = outstanding E = excellent G = good S = satisfactory NW = needs work

		NW	S	G	E	O
Organisation & Preparation	Attention-getting opening. Purpose stated and clear					
	Material signposted and logically organised, main points clearly stated. Clear links between sections					
	Effective conclusion which restates summarises main points and reinforces opening proposition					
Content	Interesting, relevant and well researched					
	Appropriate amount of detail for audience and purpose					
	Arguments clear and well reasoned with links made to reading(s)/research. Sources acknowledged					
Delivery	Voice – clear and pleasant, appropriate pace, volume, diction, vocal variety and emphasis. Enthusiasm generated					
	Maintained appropriate eye contact, use of confident body language					
	Spoken, not read aloud, with minimal and effective use of notes					
	Time used efficiently. Not too long or too short.					
Audio visual aids	A-V helped presentation. Speaker used slides to complement presentation, not as a substitute					
	Overheads/slides clear and easy to read, main points summarised. Not too much information.					

Comments:

Grade: