


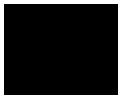


# Feedback form

## 1B Opening and closing

- 8 Evaluate your own and others' presentation openers and closes using the feedback form below.




Feedback 1B: Opening and closing	
PRESENTER:	Presentation topic:
<b>OPENER</b>	<b>CLOSE</b>
<b>Attention</b> Yes/No? Comments:	<b>Summary</b> Yes/No? Comments:
<b>Benefit</b> Yes/No? Comments:	<b>Action</b> Yes/No? Comments:
<b>Credibility</b> Yes/No? Comments:	<b>Wisdom</b> Yes/No? Comments:
<b>Direction</b> Yes/No? Comments:	<b>Emotion</b> Yes/No? Comments:
	
<b>Score out of 10:</b>	
 <span style="margin: 0 10px;">1</span> <span style="margin: 0 10px;">2</span> <span style="margin: 0 10px;">3</span> <span style="margin: 0 10px;">4</span> <span style="margin: 0 10px;">5</span> <span style="margin: 0 10px;">6</span> <span style="margin: 0 10px;">7</span> <span style="margin: 0 10px;">8</span> <span style="margin: 0 10px;">9</span> <span style="margin: 0 10px;">10</span> 	

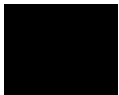


# Feedback form

## 2B Smooth structure

8 Evaluate your own and others' presentation structure using the feedback form below.




Feedback 2B: Smooth structure											
<b>PRESENTER:</b>	<b>Presentation topic:</b>										
<b>STRUCTURAL FEATURES</b>											
Logical organisation Yes/No? Comments:											
Signposting Yes/No? Comments:											
Link phrases (e.g. cause-effect, action-purpose) Yes/No? Comments:											
Function phrases (e.g. features, options, data) Yes/No? Comments:											
 -----											
<b>Score out of 10:</b>											
	1	2	3	4	5	6	7	8	9	10	

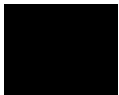


# Feedback form

## 3B Voice power

7 Evaluate your own and others' vocal intelligence using the feedback form below.


Feedback 3B: Voice power	
PRESENTER:	Presentation topic:
VOCAL INTELLIGENCE	COMMENT
Pausing	Too much – sounds staccato  Effective – varies use of pauses  Too little – sounds monotonous
Stress	Too much – sounds emphatic  Effective – subtle use of stress  Too little – sounds weak
Speed	Too fast – hard to follow  Effective – varies speed  Too slow – a bit boring
Intonation	Too much – sounds erratic  Effective – sounds rhythmic  Too little – sounds flat
Volume	Too loud – a bit aggressive  Effective – varies volume  Too quiet – difficult to hear
	
<b>Score out of 10:</b>  1 2 3 4 5 6 7 8 9 10 	



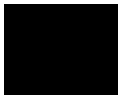
# Feedback form

## 4B Visual aids

10 Evaluate your own and others' presentation of visual aids using the feedback form below. Use both sections – visual aid design and visual aid description – only if you actually present the visual.

Feedback 4B: Visual aids		
PRESENTER:		Presentation topic:
VISUAL AID DESIGN	COMMENTS	SUGGESTIONS
Overall impact		
Creativity		
Clarity/legibility		
Simplicity		
Signal-to-noise ratio*		
VISUAL AID DESCRIPTION	COMMENTS	SUGGESTIONS
Introduction of visual		
Context-setting		
Highlighting of key points		
Interpretation of visual		
		
<b>Score out of 10:</b>		
☹	1	2
	3	4
	5	6
	7	8
	9	10
		☺


\* Does the information stand out from the decoration?

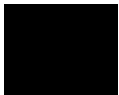


# Feedback form

## 5B Facts and figures

- 9 Evaluate your own and others' presentation of facts and figures using the feedback form below.




Feedback 5B: Facts and figures	
PRESENTER:	Presentation topic:
DATA	COMMENTS AND SUGGESTIONS
Key data focused on? Yes/No	
Figures articulated well? Yes/No	
Figures rounded? Yes/No	
Figures set in context? Yes/No	
Trends accurately described? Yes/No	
	
<b>Score out of 10:</b>	
☹ 1 2 3 4 5 6 7 8 9 10 ☺	

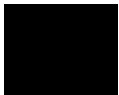


# Feedback form

## 6B Body language

10 Evaluate your own and others' body language using the feedback form below.




Feedback 6B: Body language											
PRESENTER:	Presentation topic:										
<b>Overall body language</b> static ▶ stiff ▶ conservative ▶ neutral ▶ expressive ▶ dramatic ▶ erratic											
Examples of reinforcing body language (supporting your message)											
Examples of distracting body language (blocking your message)											
Suggestions											
 -----											
Score out of 10:											
	1	2	3	4	5	6	7	8	9	10	



# Feedback form

## 7A Rapport building



7 Evaluate your own and others' persuasiveness and rapport using the feedback form below.

Feedback 7A: Rapport building	
PRESENTER:	Presentation topic:
<b>RAPPORT LANGUAGE</b>	<b>PERSUASION FACTOR</b>
<b>First person plural</b> Effectively used? Yes/No	<b>Strong arguments</b>
<b>Question tags</b> Effectively used? Yes/No	<b>Weaker arguments</b>
<b>Negative questions</b> Effectively used? Yes/No	<b>Omissions</b>
<b>Involvement expressions</b> Effectively used? Yes/No	<b>Am I persuaded?</b> Yes / Partly / Not really Why (not)?
	
<b>Score out of 10:</b>	
 1    2    3    4    5    6    7    8    9    10 	

# Feedback form

## 7B Rapport building

- 6 Evaluate your own and others' humour and rapport using the following grid. Unless you've filmed your presentations, it may be easier to get different people to concentrate on different aspects of your performance.

Feedback 7B: Rapport building					
PRESENTER:		Presentation topic:			
<b>RAPPORT LANGUAGE</b>		<b>HUMOUR</b>		<b>BRAIN-FRIENDLY ACTIVITIES</b>	
<b>First person plural</b> Effectively used? Yes/No		<b>Opener/close</b> Yes/No Comments:		Visual	
				Auditory	
<b>Question tags</b> Effectively used? Yes/No		<b>Quote/headline</b> Yes/No Comments:		Logical	
				Physical/spatial	
<b>Negative questions</b> Effectively used? Yes/No		<b>Photo/cartoon</b> Yes/No Comments:		Interpersonal	
				Intrapersonal	
<b>Involvement expressions</b> Effectively used? Yes/No		<b>Spontaneous humour</b> Yes/No Comments:		Intrapersonal	
<b>Visual language</b> Yes/No	<b>Auditory language</b> Yes/No	<b>Logical language</b> Yes/No	<b>Physical/spatial language</b> Yes/No	<b>Interpersonal language</b> Yes/No	<b>Intrapersonal language</b> Yes/No
Score out of 10:					
 1    2    3    4    5    6    7    8    9    10 					

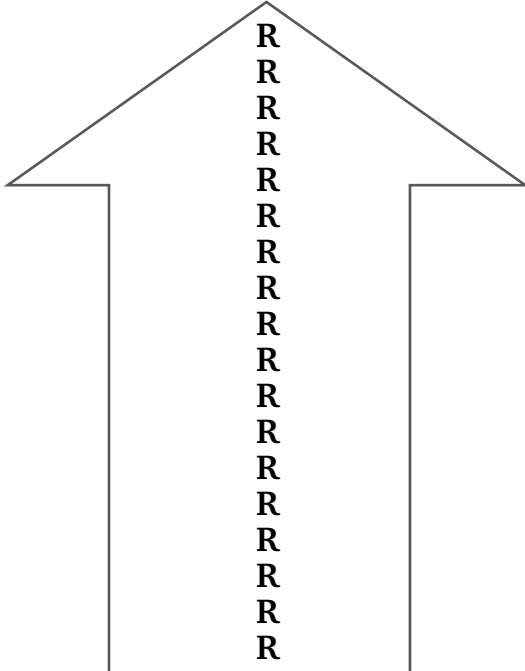


# Feedback form

## 8A Impact techniques

- 8 Evaluate your own and others' use of repetition using the feedback form below. Circle an 'R' each time you see or hear a repetition of a key phrase/word or sound in the speech script.

Depending on how many you circle, give yourself (or another speaker) one of four evaluations. Fifteen or more repetitions will probably be overdoing it. Eleven or twelve (with a good mixture of words and sounds) are about optimal to create a dramatic effect and six or seven (again, a mixture of words and sounds) to create a more subtle effect. Three or fewer may have little effect.

Feedback 8A: Impact techniques	
PRESENTERS:	
	Over-use of repetition distracted from the message a little
	Dramatic use of repetition reinforced the message
	Subtle use of repetition highlighted the key points
	Didn't notice very much use of repetition

# Feedback form

## 8B Impact techniques

- 9 Evaluate your own and others' use of impact techniques using the feedback form below. Read the speech script and circle the numbers in each 'slice' from the centre outwards each time you see a particular impact technique used – up to a maximum of 8.

At the end of the presentation, fill in the segments you've circled. Which impact techniques are preferred? Is there a good range of techniques?

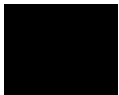
**Feedback 8B: Impact techniques**

**PRESENTERS:**

The diagram is a hexagonal radar chart with six vertices, each representing an impact technique. The vertices are labeled as follows:

- Top: Word repetition
- Top-right: Phrase repetition
- Bottom-right: Sound repetition
- Bottom: Contrasts
- Bottom-left: Rhetorical questions
- Top-left: Groups of three




Each vertex has eight concentric lines radiating from the center, numbered 1 to 8 from the center outwards. The chart is currently blank for use.

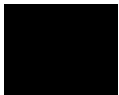


# Feedback form

## 8D Impact techniques

7 Evaluate your own and others' use of impact techniques using the feedback form below.




Feedback 8D: Impact techniques											
PRESENTERS:		Presentation topic:									
Repetition	Sounds Yes/No	Comments:									
	Words Yes/No	Comments:									
	Phrases Yes/No	Comments:									
	Mantras Yes/No	Comments:									
Groups of three Yes/No		Comments:									
Contrasts Yes/No		Comments:									
Rhetorical questions Yes/No		Comments:									
Power language	Intensifiers Yes/No	Comments:									
	Adjectives Yes/No	Comments:									
	Verbs Yes/No	Comments:									
Metaphor Yes/No		Comments:									
											
Score out of 10:											
	1	2	3	4	5	6	7	8	9	10	

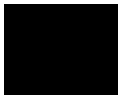


# Feedback form

## 9B Storytelling

10 Evaluate your own and others' storytelling skills using the feedback form below.

Feedback 9B: Storytelling	
PRESENTER:	COMMENTS
Story:	I especially liked the way ...
<p>I noticed he/she used: (Tick appropriate boxes.)</p> <p><input type="checkbox"/> dialogue      and/but ...</p> <p><input type="checkbox"/> gestures      and/but ...</p> <p><input type="checkbox"/> voice      and/but ...</p> <p><input type="checkbox"/> similes      and/but ...</p> <p><input type="checkbox"/> exaggeration      and/but ...</p> <p><input type="checkbox"/> present tenses      and/but ...</p>	
<p>He/She set the context by ...</p> <p>and involved the audience by ...</p>	
<p></p> <hr style="border-top: 1px dashed black;"/>	
<p><b>Score out of 10:</b></p> <p>  <span style="margin: 0 10px;">1</span> <span style="margin: 0 10px;">2</span> <span style="margin: 0 10px;">3</span> <span style="margin: 0 10px;">4</span> <span style="margin: 0 10px;">5</span> <span style="margin: 0 10px;">6</span> <span style="margin: 0 10px;">7</span> <span style="margin: 0 10px;">8</span> <span style="margin: 0 10px;">9</span> <span style="margin: 0 10px;">10</span>  </p>	



# Feedback form

## 10A Q&A sessions

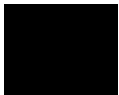
- 9 Evaluate your own and others' handling of questions from the audience using the feedback form below.

Feedback 10A: Q&A sessions		
PRESENTER:	Presentation topic:	
QUESTION TYPE	RESPONSE	COMMENTS
1	Appropriate? Yes/No	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

✂

Score out of 10:




☹ 1 2 3 4 5 6 7 8 9 10 ☺

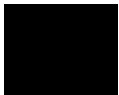


# Feedback form

## 10B Q&A sessions

- 9 Evaluate your own and others' handling of questions from the audience using the feedback form below.

Feedback 10B: Q&A sessions											
<b>PRESENTER:</b>		<b>Presentation topic:</b>									
<b>AUDIENCE:</b>											
Were the questions from the audience properly contextualised? Mostly, yes / Some were / Not really											
Did the presenter repeat or rephrase the questions asked? Generally, yes / Sometimes / Not enough											
How well were any misunderstandings cleared up? Very well / Quite well / Not as well as they could have been											
Did the presenter	... acknowledge good questions?	If so, give an example:									
	... break up multiple questions into parts?	If so, give an example:									
	... successfully manage difficult questions?	If so, give an example:									
	... defuse any hostile questions?	If so, give an example:									
Did the presenter close their presentation effectively AFTER the Q&A session? Yes / Fairly effectively / Not really											
 -----											
<b>Score out of 10:</b>											
	1	2	3	4	5	6	7	8	9	10	



# Feedback form

## Bringing it all together

Evaluate your own and others' final presentation using the feedback form below.

Feedback: Bringing it all together		
PRESENTER(S):	Presentation topic:	
SKILLS	COMMENTS	SUGGESTIONS
<b>Opening</b> Attention      Benefit Credibility      Direction		
<b>Structure</b> Organisation      Signposting		
<b>Voice</b> Pausing      Stress Intonation      Volume		
<b>Visuals</b> Impact      Clarity Creativity      Data load		
<b>Figures</b> Trends      Context		
<b>Body</b> Posture      Gestures		
<b>Rapport</b> Conversation      Humour		
<b>Impact</b> Repetition      Groups of 3 Contrasts      Questions		
<b>Stories</b> Description      Dialogue Involvement      Emotion		
<b>Q&amp;A</b> Deal with      Define Defuse      Divide Deflect      Defer Disarm      Decline		
<b>Close</b> Summary      Wisdom Action      Emotion		