



Presentation Feedback Sheet

Note: Please provide honest feedback to the person you are rating, taking notes as the person speaks. You do not need to comment on each item, but select those items that stand out as especially notable. Look for a mix of positive and negative feedback. Feel free to use the margins to write comments in your own words.

Name of person being rated: _____

Stance

- Balanced
- Grounded
- Stable
- Unbalanced
- Weight to one side
- Shifting
- Pacing
- Random movement

Face

- Expressive
- Appropriate
- Friendly
- Stiff
- Anxious

Gestures

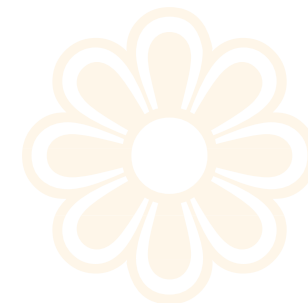
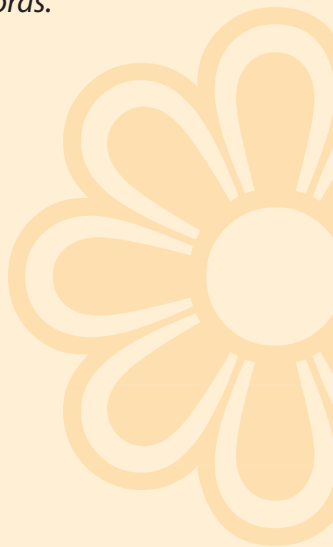
- Natural
- Expressive
- Expansive
- Locked hands
- Hands in pocket
- Hands behind back
- Arms across chest
- No gestures
- Hands too busy
- Mannerisms
- Repetitive gestures

Voice

- Strong
- Weak
- Soft
- Loud
- Expressive
- Flat/monotone
- Relaxed
- Tense/anxious
- Fillers
- Pauses
- Too fast
- Too slow
- Upward inflections
- Drops off at end

Eye Contact

- Steady
- Confident
- Darting
- Staring
- Looked at visuals
- Looked at notes
- Look over heads
- Look up at ceiling
- Look down





Presentation Feedback Sheet (continued)

Content & Organization

- Appealing beginning
- Weak beginning
- Targeted message was clear and relevant
- Unclear or missing message
- Organized, easy to follow
- Big picture in scope
- Too broad
- Thorough
- Highly detailed
- Dry, boring, irrelevant
- Sold the ideas
- Solid takeaway
- Strong closing
- Weak or missing closing

Responding to Questions

- Calm/Patient
- Impatient/flustered
- Used a bridge effectively
- Used a bridge but not particularly skillfully
- Did not use bridges or restate questions
- Gave clear answers
- Was unable to give clear concise answers
- Gave brief answers
- Gave lengthy answers
- Was not able to get back on track easily
- Able to get back on track easily

Additional Observations & Suggestions:
