Peer Observation Sheet

Please be constructive with your criticism, you must be as honest as possible, as this will help the presenter to present more effectively in the future. Use the tick list to identify if communications were effective; use the comments box to add constructive comments (negative & positive).

Name of Presenter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Principles of Effective Communications | Yes   | No  X | Constructive Comments |
| *General communication skills*:  Were cultural differences taken into account? | yes |  |  |
| Correct tone of voice used? | yes |  |  |
| Correct use of terminology? | yes |  |  |
| Presentation correctly formatted? | yes |  |  |
| Was audience engaged? | yes |  |  |
| Good use of collaborative technology? | yes |  |  |
| Was audience allowed to ask questions – were these open, closed or probing questions? | yes |  |  |
| Positive language used? | yes |  |  |
| Negative language used? |  | No |  |
| Were there any barriers, eg background noise, lack of concentration in the audience? Please comment |  | yes |  |
| Key messages achieved? Comment what this was. | yes |  |  |
| Correct use of Spelling & grammar in presentation materials? | yes |  |  |
| Was presentation well structured? | yes |  |  |
| Did presenter use capitalisation and was this appropriately used? | yes |  |  |
| Netiquette rule followed? | yes |  |  |
|  |  |  |  |
| Additional Comments:  It was well structured and all rules set where adhered to | | | |