

Dear Mr. Finndin,

I hope this message finds you well. I wanted to share with you the positive feedback I received from Mrs. Ekinovic regarding my recent presentation. I have included her original email and my email of analysis of her feedback for your reference:

Analysis:

I sincerely appreciate Mrs. Ekinovic's predominantly positive feedback on my presentation. It is rewarding to know that the effort invested in preparation and delivery did not go unnoticed. Her observations on specific aspects of the presentation are valuable and provide insights into both strength and areas for potential improvement.

Points of Agreement:

- The positive comments on the use of visual aids, eye contact align with my intention to enhance engagement through effective presentation strategies.
- Recognition of the professionalism of the slides, absence of errors, and visual appeal reaffirms that meticulous approach taken in crafting the presentation.
- Acknowledgement of accurate vocabulary and a good voice quality reflects a focus on clear and effective information delivery.

Points of Consideration and Disagreement:

- Mrs. Ekinovic noted the absence of gestures during the presentation. While this observation is valid, I believe the impact of gestures can vary based on presentation style and context. However, I will take this feedback into consideration and explore ways to incorporate gestures appropriately in future presentations to enhance overall engagement.

Future Steps:

- I plan to focus on incorporating appropriate gestures into my presentations to further enhance engagement.
- I will continue to maintain a high standard of professionalism in slide design and content.
- I aim to explore opportunities to elevate vocal variety for an even more impactful delivery.

I am grateful for Mrs. Ekinovic's time and thoughtful feedback, and I am committed to continuous improvement in my presentation technique.

Thank you for your time and consideration. I look forward to the opportunity of discussing this further if needed.

Best regards,

Xingrong Zong

----- Forwarded message -----

From: Xingrong Zong <ronazong@gmail.com>

Date: Thu, 9 Nov 2023 at 18:09

Subject: Feedback

To: djeni.ekinovic@hotmail.com

Dear Mrs. Ekinovic,

I hope this email finds you well. I sincerely appreciate your thoughtful feedback on my presentation yesterday. It was a pleasure to receive such positive remarks, and I am grateful for the time you took to share your thoughts.

I am delighted to hear that you enjoyed the topic and it is rewarding to know that the effort invested in preparation and delivery did not go unnoticed. I am grateful for your specific comments regarding my use of visual aids and the effectiveness of my body language and eye contact. Your insights provide valuable feedback on aspects that contribute directly to the overall impact of the presentation.

I am pleased to know that the professionalism of the slides, absence of errors, and the visual appeal of the presentation were noted. Your recognition of the accuracy of the vocabulary and the quality of my voice is also greatly appreciated.

I also note your observation about the absence of gestures during the speech, your insights are valuable, and I will certainly take this into consideration for future presentations.

Once again, thank you for the congratulations to the entire team. Your positive feedback serves as a strong motivator for continuous improvement. I am glad to have contributed to a positive and memorable experience for you.

I look forward to the possibility of meeting you again soon.

Best regards,

Xingrong Zong

On Thu, 9 Nov 2023 at 13:29, Djenita Ekinovic <djeni.ekinovic@hotmail.com> wrote:

Dear Miss Zong

I would like to thank you for your presentation yesterday and give you some feedback.

I really enjoyed the topic.

You clearly put a lot of work into your speech and presentation.

- I like the way you use pictures and little cue card that helped you memorize your speech.
- Slides was professionally done
- No spelling or formatting errors
- Very visually appealing
- Vocabulary was almost always accurate
- Body language and eye contact was very effective
- Your voice was good
- No gestures during the speech

So to sum up, the excellent work you all have done and huge congratulations to the entire team.

I hope to see you soon!

Best regards

Djenita Ekinovic