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: All participants in the meeting

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| --- | --- | --- | --- |
| Principles of Effective Communications | Yes   | No  X | Constructive Comments |
| *General communication skills*:  Were cultural differences taken into account? |  |  |  |
| Correct tone of voice used? |  |  | Everyone sounded professional and friendly |
| Correct use of terminology? |  |  |  |
| Presentation correctly formatted? |  |  | Presentation was in meeting format with audio and camera (when possible) |
| Was audience engaged? |  |  | Most of the team was engaged, although some more than others. |
| Good use of collaborative technology? |  |  |  |
| Was audience allowed to ask questions – were these open, closed or probing questions? |  |  | Open questions were asked |
| Positive language used? |  |  | Only positive language used |
| Negative language used? |  |  |  |
| Were there any barriers, eg background noise, lack of concentration in the audience? Please comment |  |  | The only barrier is when people wanted to speak at the same time. There may not have been enough time for everyone to discuss their thoughts. |
| Key messages achieved? Comment what this was. |  |  | Casual conversation and points made for each topic |
| Correct use of Spelling & grammar in presentation materials? |  |  | N/A Verbal communication only |
| Was presentation well structured? |  |  | The agenda was followed as originally planned. |
| Did presenter use capitalisation and was this appropriately used? |  |  | N/A Verbal communication only |
| Netiquette rule followed? |  |  | Everyone was respectful and presented their ideas professionally. |
|  |  |  |  |
| Additional Comments:  Overall, an effective way of communicating. Technical issues encountered when trying to enable camera use for some participants. | | | |