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: Keith

|  |  |  |  |
| --- | --- | --- | --- |
| Principles of Effective Communications | Yes   | No  X | Constructive Comments |
| *General communication skills*:  Were cultural differences taken into account? |  |  |  |
| Correct tone of voice used? |  |  | Sounded professional and friendly |
| Correct use of terminology? |  |  |  |
| Presentation correctly formatted? |  |  |  |
| 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? |  |  |  |
| 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 |  |  |  |
| 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? |  |  | Was respectful and presented their ideas professionally. |
|  |  |  |  |
| Additional Comments:  Click or tap here to enter text. | | | |