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: Jay

\_\_\_\_[leader of most topics]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Principles of Effective Communications | Yes   | No  X | Constructive Comments |
| *General communication skills*:  Were cultural differences taken into account? |  |  | Culture never arose in discussion |
| Correct tone of voice used? |  |  | Everyone involved, used correct communitive tone |
| Correct use of terminology? |  |  | Yes, each topic was explained accurately |
| Presentation correctly formatted? |  |  | As above |
| Was audience engaged? |  |  | All the group participated |
| Good use of collaborative technology? |  |  | Cross discussion on each topic, different views expressed |
| Was audience allowed to ask questions – were these open, closed or probing questions? |  |  | Members added their thoughts to the topics, there was some slight disagreements, which were handled democratically |
| Positive language used? |  |  | Points of view were expressed clearly |
| Negative language used? |  |  | Some slight doubts were expressed, but not to the point of confrontation |
| Were there any barriers, eg background noise, lack of concentration in the audience? Please comment |  |  | The discussion was a steady pace, with members keen to commit their ideas. Teams is a better collaboration platform for the students |
| Key messages achieved? Comment what this was. |  |  | Different thoughts regarding individual viewpoints were exchanged and I registered some good points that previously I had not considered |
| Correct use of Spelling & grammar in presentation materials? | N/a | N/a | No text was used |
| Was presentation well structured? |  |  | *“Teams is a better portal than adobe connect”* |
| Did presenter use capitalisation and was this appropriately used? | N/a | N/a | No text |
| Netiquette rule followed? |  |  | Yes, discussion was clear and precise, I do not believe anyone could have found offence |
|  |  |  |  |
| Additional Comments:  A good discussion, members have a better understanding of their teammates, this is due to the teams application. | | | |