**Peer feedback checklist presentations**

To give the speaker an idea of how you felt about his/her presentation answer the questions below. Briefly indicate what you thought of the various aspects of the presentation.

# ORGANISATION and CONTENT

* Opening: How did the speaker open the presentation?
* Connection: How did the speaker move from one point to another?
* Connection: Were sufficient and correct expressions used to signal the steps in the presentation?
* Were the main points sufficiently stressed?
* Was the material logically sequenced?
* Conclusion: How did the speaker end the presentation?
* Length: Was the presentation too short or too long?

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# DELIVERY

* Volume: Did the speaker speak loud enough for all to be heard?
* Tempo: Did the speaker speak at the right speed?
* Expressiveness: Did the speaker vary his/her tone of voice? (i.e. was voice quality varied to avoid monotone delivery?)
* Articulation: Did the speaker speak clearly? (No mumbling?)

# AUDIENCE CONTACT

* Did the speaker establish and maintain eye contact with the listeners?
* How else did the speaker create rapport?

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# BODY LANGUAGE

* Posture: How did the speaker stand during the presentation?
* Movement: Did the speaker vary his/her movements? How?
* Hands: How did the speaker hold/use his/her hands? How can this be enhanced?
* Facial expressions: How did the speaker’s facial expression affect the audience?
* Did gesture and body movement seem natural? How can this be enhanced?

# VISUAL AIDS

* Did the content of the visual aids clarify/support the main points?
* Did the design of the visuals help the audience to grasp the message?
* How did the speaker use the visuals?

# LANGUAGE USE

* Was the presentation delivered in words that the audience could understand?
* Was the choice of words correct?
* Were references to visual aids correct?
* Was the language grammatically correct?
* Was the pronunciation clear? How could it be improved?

# HANDLING QUESTIONS

* How did the speaker handle audience questions?

# FLUENCY

* Did the presenter speak fluently?