

Template: Team Presentation Assessment

You are likely to have taken part in team presentations. This exercise gives you a chance to reflect on your experience. Use the knowledge you gain for the benefit of the teams you will be a member of in the future.

Taking all of your team presentations into account, what were the strengths and weaknesses of the teams' preparations?

Preparation	Strengths	Weaknesses
Team working relationships		
Distribution of workload		
Research and development of content		
Slide design		
Use of media other than slides		
Commitment to practice		
Practice of basic delivery skills		
Practice of transitions between speakers		
Preparation for questions and answers		
Distribution of presentation time among team members		

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Template: Team Presentation Assessment (Continued)

Taking all of your team presentations into account, what were the strengths and weaknesses of the teams' delivery?

Delivery	Strengths	Weaknesses
Common purpose		
Quantity of content		
Quality of content		
Coherence of content		
Basic delivery skills		
Length of presentation		
Division of time among speakers		
Transitions between speakers		
Number of slides		
Quality of slides		
Use of other media		
Questions and answers		