1664 North Virginia St.

Reno, NV 89557

April 27, 2017

Candice Bauer

1234 Tree Street

Reno, NV 89557

Dear Candice Bauer:

I have reviewed the video recording of the K-12 Project Final Review presentation which you provided. From viewing the video, I have identified three skills for potential improvement and three skills which I believe were performed well.

The first skill I should work on is maintaining eye contact with the audience. I do not adequately cover the entire room with my eye contact at sufficient intervals. I can work on this by continuing to incorporate this into my practice for future presentations. I should also work on pausing for effect. I can work on this by presenting fewer slides with less text, and then speaking at a slower and more comfortable pace in future presentations. Finally, I should work on my body language so as to project more confidence and comfort when presenting. I can work on this by doing more presentations to become more accustomed to high-pressure scenarios.

As for skills in which I am confident, I felt that I was able to effectively field the audience question using best practices demonstrated in class. I also felt that my use of hand gestures to emphasize my points was natural, effective, and consistent. Finally, I feel that my content was well-rehearsed and my slides were effective in reinforcing that content.

Thank you for the opportunity to review my presentation.

Sincerely,

Patrick Austin