

Feedback on Presentations

Make your point in a nice way. Don't repeat errors but suggest the correct word or phrase instead.

	CRITERIA	GOOD	GOOD ENOUGH	NOT QUITE GOOD ENOUGH
sub- stance	headings in the agenda	to the point	fairly clear	beside the point
	examples	easy to remember	easy to remember	a bit far-fetched
body language	overall impression	committed	quite lively	bored
	your posture was	upright	a bit stiff, hands	frozen
	your [d3] gestures were	clear	(a bit) hasty	few / just suggested
	you kept eye-contact with	everybody	some of us	the board / the teacher
	your voice was	loud enough	mostly loud enough	too soft
pro- nunciation	fluency	fluent throughout	fluent here and there	halting, hesitant, long pauses
	stressed syllables	helping comprehension	mostly right	inviting misunderstandings
	intonation	natural	varied here and there	monotone ['---] throughout
language	vocabulary	easy	mostly clear	not quite right; it should be..., for example
	grammar	correct	some errors	hard to understand
	syntax	short and simple sentences	a bit complicated sometimes	written style
inter- action	questions asked	quite a few	some / a few	few
	manners	nice, easy and polite	a bit awkward	unsmiling, tense
presentational skills	getting your message across	preview of the main points, details on each point 1,2,3, review of the main points	bits are right, e.g. preview but no review	no structure, no preview or review, few details
	proper phrases	opening and closing phrases	e.g. an opening but no proper closing phrase	no beginning, no ending
	use of cue-cards	small in size; 3 cues each	too large, >3 words each	complete sentences