**Peer-assessment sheet for an effective presentation**

**CONTENT**

**Introduction** – Did the presented introduce himself/herself properly?

Did he/she introduce the topic, strategy, outcome of the presentation clearly and interestingly?

**Body** – Did you catch all the main points? (comment)

Were the **points** explained clearly and structured logically?

**Conclusion** – Did the presenter come to the announced conclusion?

**Fluency** – Was the presentation fluent?

**Attention** – Did the presenter keep your attention the whole time?

**Visuals** – Did the presentation need the visuals?

Did the visuals (when used) support the topic?

**Any further comments**:

**POSTURE AND VOICE**

**Posture** – Was the posture of the presented relaxed and confident? (If not, describe and comment)

**Contact** – was the eye-contact with the audience sufficient?

**Gestures** – Were the speaker’s gestures open and inviting?

Were there any distracting gestures (too much, too ‘wild’, closed, uninviting, …)

**Voice** – were the volume, pace and pitch adequate? (comment)

**Language** – Did the speaker make contact with you through the language? (addressing you, rhetoric questions, questions – did he or she involve the audience)

**Emotions** – Dis the presenter create an emotional connection with you? (involve you/ make you interested in the topic)

Was he/she likeable and trustworthy?

**Attention** – Was the energy of the speaker making you pay attention? Did he/she sound persuasive and confident about the topic?

**Payoff** – Did you find the presentation useful for you? Did you learn anything?

**Further suggestions:**

**VISUALS**

**Format** – Is the background, font, structure of the slides consistent? (clearly visible, easy to follow the information, not overwhelming or confusing?)

**Colour** – Do the colours support the overall message of the presentation?

**Clarity** – Were the slides clear to you?

Did there appear something you did not understand? (too difficult word/sentence not explained?...)

**Image x words** – Could some of the words be easily substituted by an image that would illustrate them better?

Did the images “tell the story”? Did they engage you emotionally?

**Complexity** – Were any of the slides too complex for you to take in?

**Explanation** – Did the speaker use a handout or explained in a simpler way the complex ideas?

**Slides** – did each slide focus on 1 main idea?

Were some slides too complex (containing too much language)?

**Did the visuals support the overall message of the presentation?**

**Further comments:**