

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 – Did 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: