

UCLA GWC Oral Presentation Feedback Form

Speaker: _____ Time: _____
 Topic: _____ Date: _____
 Type of presentation/audience: _____

3=proficient (very good); 2=acceptable (OK, but room for growth in future);
 1=needs more practice (this area could use more work for current presentation)

A. Content	
___	Clear introduction with preview of content:
___	Appropriate amount of background information for presentation's audience
___	Clear relationship to field, significance
___	Clear articulation of methods/theory as appropriate
___	Organized ideas in a clear order
___	(to develop an argument or present findings, depending on field)
___	Strong conclusion (summary, significance, future direction)
___	Used appropriate signposts
___	Word choice and terminology (jargon) were appropriate for audience

B. Communicative ability	
___	Spoke fluently, without too much hesitation or repetition
___	Grammar and syntax were appropriate for oral delivery
___	Ad hoc comments were natural and of an appropriate length
___	Kept the audience engaged
___	Responded well to questions (time permitting)

C. Delivery	
___	Spoke loudly and clearly (pronunciation was clear)
___	Spoke at an appropriate pace with effective pauses
___	Spoke with energy and variety (not monotone)
___	Spoke in a natural, conversational manner (but not too casually)
___	Maintained eye contact with listeners
___	Maintained good breath control (did not run out of breath)
___	Posture, movements, and gestures conveyed the ideas of the paper
___	Avoided distracting gestures or movements

D. Visual Aids (if appropriate)	
___	PowerPoint slides supported the information in the paper
___	Speaker used text on slides well (did not read directly too much)
___	Visuals were engaging but not distracting

Comments (here and back of page):