



Presentation feedback form

When practising your presentation, ask a friend to watch you and give you feedback by filling in the form below. This can help you to consider what you can do confidently and what you might need to improve as you practice. This can also be used for delivering presentations online via virtual meeting systems like MS Teams.

Remember, your audience wants you to succeed!

Practice feedback	Criteria	1	2	3	4	5	Comments
Delivery Skills	Was their voice clear and easy to understand?						
	Did they make eye contact with the audience?						
	Did their movement help to engage the audience? (Presenting in person)						
	Did they stay within the time limit?						
Content	Were the slides easy to understand?						
	Did the images used keep you interested?						
	Did they explain any specialist terms or concepts?						
Other comments							

Post-presentation feedback	Criteria	1	2	3	4	5	Comments
Presenting Skills	Was their voice clear and easy to understand?						
	Did they make eye contact with the audience?						
	Did their movement help to engage the audience? (Presenting in person)						
Content	Were the slides easy to understand?						
	Did the images used keep you interested?						
	Did they explain any specialist terms or concepts?						
	Was the content relevant for your level of knowledge?						
Questions	Did they answer questions that were asked?						
	Did they recognise the contribution of the person asking the question?						
	If they could not answer the question, did they politely offer an alternative suggestion?						
Other comments							