



Giving Feedback

What to look for:

DELIVERY AND PRESENCE:

Eye contact – with everyone in the room?

Body language – that enhanced the speech?

Voice – conversational tone with clear pronunciation?

Speaker – authentic and interested?

Speaker – confident in self and subject?

CONTENT:

Opening and closing sentences – captured your attention?

Main message – clear and well-supported?

Speaker's authority – established?

Metaphor/Story – painted a picture?

Numbers – effective but not overwhelming?

Language – without jargon or confusing terminology?



Giving Feedback

Use this form to write feedback while your colleagues are speaking.

NAME	STRENGTHS +	AREAS FOR IMPROVEMENT Δ