

# Presentation Response Sheet

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Speaker's Name: \_\_\_\_\_ Topic: \_\_\_\_\_

## PRE-LISTENING QUESTION

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### INTRODUCTION

The speaker gave important background information. ☐ YES ☐ NO ☐ N/A  
The speaker told the audience the main ideas. ☐ YES ☐ NO

### BODY

The body of the talk was well-organized. ☐ YES ☐ NO  
The speaker talked about the assigned topic. ☐ YES ☐ NO  
The speaker stayed on topic. ☐ YES ☐ NO

### CONCLUSION

The speaker signaled the start of the conclusion. ☐ YES ☐ NO  
The speaker restated the presentation's main ideas. ☐ YES ☐ NO  
The speaker thanked the audience. ☐ YES ☐ NO  
The speaker asked for questions. ☐ YES ☐ NO  
Did the speaker answer the audience's questions well? ☐ YES ☐ NO ☐ N/A

### VOICE QUALITY

The speaker spoke loudly enough. ☐ YES ☐ NO  
The speaker spoke clearly. ☐ YES ☐ NO  
The speaker spoke fluently. ☐ YES ☐ NO  
The speaker spoke naturally from notes. ☐ YES ☐ NO ☐ N/A  
The speaker read the presentation to the audience. ☐ YES ☐ NO

### BODY LANGUAGE

The speaker had good eye contact. ☐ YES ☐ NO  
The speaker used visual aids well. ☐ YES ☐ NO ☐ N/A

The speaker's timing was: ☐ ON TIME ☐ TOO SHORT ☐ TOO LONG

What did the speaker do best in this presentation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What should the speaker work on improving for the next presentation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What question(s) do you have for the speaker? \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_