

Rehearsing Your Session Observation Form

NAME OF PRESENTER _____

NAME OF EVALUATOR _____

Instructions: As the presenter performs the following actions, place a check mark in the corresponding box. Make additional notes on areas in which the presenter excels and describe any ideas for areas of development.

PRESENTATION DESIGN

- Gave an introduction that gained attention
- Stated purpose
- Closed presentation effectively

PRESENTATION CONTENT

- Used simple sentences
- Presented information in logical order
- Used examples or personal experiences

PRESENTER'S CONNECTION WITH AUDIENCE

- Maintained good eye contact
- Addressed audience needs
- Gave verbal reinforcement
- Involved the audience
- Looked for nonverbal clues

PRESENTER'S DELIVERY

- Used a good speed of delivery
- Varied the vocal tone
- Spoke clearly at appropriate volume
- Exhibited enthusiasm
- Used notes effectively
- Avoided filler words (uh, um, okay)

PRESENTER'S BODY LANGUAGE

- Maintained a relaxed posture
- Used appropriate gestures
- Used appropriate facial expressions

PRESENTER'S USE OF AUDIOVISUAL AIDS

- Used appropriate visuals
- Talked to audience, not to the equipment
- Used attractive, easy-to-read visuals

I liked the following:

I suggest the following: