Example categories you might want to give feedback on

Remember: you can try to first describe your observation (fact based, specific), before you explain the effect this had on you (impression, feelings).

• Structure and Content
  • Motivation: making people interested?
  • Main part: content / examples appropriate for the topic? content / examples appropriate for audience? content coherent and presented in an ordered manner?
  • Ending: topic concluded? outlook given? Impact ensured?
  • Objectives / Message: central statement clear? ‘take-home-message’?
  • Cross-Linking: content linked to prior knowledge of audience? Conn. to daily life?
  • Variety: Talk livened up with, e.g., small stories, questions to the audience, ...?
  • Clarification of structure: verbally? non-verbally? (change of media, voice, position)

• Visualization
  • Relation to spoken words: media supporting talk? images do not fit well with text? attention drawn on speaker or on media?
  • Choice of media: medium suitable for (sub-)topic? (slides, video, audio, flipchart, whiteboard, none, ...)
  • Use / Handling of media: stranded ... competent,
  • Font size: too small ... unnecessarily large,
  • Readability: suitable font? too bold?
  • Amount of information: too much ... adequate ... could have been more
  • Colors: more than three? used for marking? too colorful?
  • Structure of visualization: well-structured ... confusing

• Personal appearance
  • Language -- word choice: small ... large vocabulary, illustrative? vivid? too abstract?
  • Language -- syntax: complicated? nested ... clear, simple?
  • Articulation: mumbling ... precise and clear
  • Volume: too quiet ... adequate ... too loud, varying ... constant, monotone
  • Speed: too slow ... adequate ... too fast
  • Pauses: existent / non existent? at meaningful points? too short ... of adequate length
  • Gesture: reserved ... too much
  • Eye contact: existent / non existent? selective ... catching everyone, focus
  • Posture: stiff and stationary ... casual and agile, confident?
  • Room use: using the space consciously ... anxiously walking back and forth