

# 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