

# PEER FEEDBACK

## Giving Feedback

The purpose of giving feedback is to help the speaker.

- Try to genuinely find things that will prove useful
- The more descriptive and more specific you can be, the better
- Give examples, so the speaker knows precisely what you are referring to
- Be gentle when giving feedback; don't pile on too much at once so that you overwhelm the speaker
- Be positive in your tone and attitude
- Mention something the speaker did well, as well as things the speaker needs to improve

## Receiving Feedback

The purpose of getting feedback is to help you do a better job than you would without the feedback.

- Try not to be defensive. Trust the good intentions of the person giving you feedback and be grateful for his or her help
- Take notes to help you remember
- You don't necessarily have to agree with feedback

It is up to you to decide what to do with the feedback – to act on it or disregard it.

## PEER FEEDBACK

Topic: \_\_\_\_\_

Presenters: \_\_\_\_\_

Rate each of the following:

- √+ good
- √ made an effort
- √- didn't do this

Area	Rating	Comments
<b>1. Content = presentation was...</b> <ul style="list-style-type: none"> <li>• interesting &amp; informative</li> <li>• main ideas were clear</li> <li>• included both deep &amp; surface culture</li> </ul>		
<b>2. Organization</b> <ul style="list-style-type: none"> <li>• organized well &amp; easy to follow</li> <li>• presenters worked well as a team</li> <li>• presenters seemed well-prepared</li> <li>• presenters used effective sign-posting language</li> </ul>		
<b>3. Time Management</b> <ul style="list-style-type: none"> <li>• time was well-managed (15 mins)</li> <li>• each speaker had equal speaking time</li> </ul>		
<b>4. Attitude &amp; Enthusiasm</b> <ul style="list-style-type: none"> <li>• energy shown through voice volume, intonation, and facial expression</li> <li>• speakers connected with the audience</li> </ul>		
<b>5. Visual Aids</b> <ul style="list-style-type: none"> <li>• clear and attractive (not too busy)</li> <li>• error-free</li> <li>• supported the presentation</li> </ul>		