

© Feedback during Presentation exercise

- Exercise explained in 3rd workshop
- Prepare for 4th workshop

Objective of the exercise

- Practise feedback awareness

Skill Sheets

⊕ F section and G9

Exercise

In the 4th or 5th workshop your classmates and you yourself will be giving a presentation. Your tutor will be giving feedback on the presentation. This exercise is designed to make you further aware of the feedback rules, and of applying the feedback rules.

Select 5 of the 10 feedback rules on which you will focus during the feedback sessions. During the feedback that your tutor gives to the presenter, you write down examples of the feedback rules, and if the feedback rules are respected or not.

At the end of the workshop you take your form home with you. You can finalise your comments at home, and then hand in the form to your tutor in the week after the workshop.

For example, your tutor says:

“An excellent presentation, the four bullet points at the beginning of the presentation formed a clear summary of the news item you selected. The graph with the circles and arrows on the 2nd slide supported how you verbally described the stakeholders and their interests.”

If you would reflect on the feedback rule ‘base feedback on facts’, you can conclude that the tutor gave good feedback. The tutor describes the facts of the presentation, and how this contributed to the presentation.

Another example; your tutor says:

“It was difficult to follow your presentation; you need to pay more attention to this.”

If you would reflect on the feedback rule ‘base feedback on facts’, you can conclude that the tutor did not give good feedback. The tutor does not describe the situation, and does not explain what he/she meant by ‘difficult to follow’. Was it because of the fact that the presenter did not speak loudly enough? Or was it because the presenter did not use a clear structure in his presentation? Or was it because the slides were not readable? To improve this type of feedback, you can suggest that the tutor make a ‘short movie’ of what happened, and give his conclusion after that. The tutor could describe that the person has a soft voice, and does not articulate words very well, but that the presentation was well structured, and that the slides supported the presentation well. This way the presenter understands what happened, understands what is being referred to, and understands what can be done to improve his/her presentation skills.