# Feedback pro-forma – oral presentation

This version of the pro-forma has been developed to illustrate the elements of feedback you might find useful to consider when assessing oral presentations.

Please note: in this example feedback is given on both content and communications skills, but only the content element of the presentation is formally assessed.

For advice on how to adapt the pro-forma to suit your teaching context, please see ‘Adapting the feedback pro-forma’.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| Feedback on | | | | | | | |
| Student name | | | Teacher name | | | | |
| Course name/code | | | Submitted on | | | | |
| **To the student**: Please note what you would find it most helpful to have feedback on for this piece of work (you can either note in the space below, or put a star next to one or more of the comment boxes below). | | | | | | | |
|  | | | | | | | |
| **Feedback on:** | | | | | | | |
| ***Content and structure*** | | | | | | | |
| Introduction |  | | | | | | |
| Logical argument |  | | | | | | |
| Use of evidence |  | | | | | | |
| Use of image, text and referencing |  | | | | | | |
| Use of relevant disciplinary language |  | | | | | | |
| Conclusion |  | | | | | | |
| ***Communication skills*** | | | | | | | |
| Use of voice |  | | | | | | |
| Timing |  | | | | | | |
| Interaction with audience e.g. answering questions |  | | | | | | |
| The main strengths of your work | | | | | | | |
| What you should pay attention to if you wish to improve your grade for your next submission: | | | | | | | |
|  | | | | | | | |
| Summary table (the assessor will place a tick in the box that indicates the relevant grade range you have achieved for each criteria). | | | | | | | |
|  | Bad fail | Fail | | 3rd | 2:2 | 2:1 | 1st |
| Introduction clearly stated the purpose of the presentation |  |  | |  |  |  |  |
| Presentation comprised a logical argument, with a sound conclusion/s |  |  | |  |  |  |  |
| Use of disciplinary language demonstrated preparation and understanding. |  |  | |  |  |  |  |
| Evidence was relevant to the purpose of the presentation and supported the conclusion reached |  |  | |  |  |  |  |
| Please make an appointment to meet with me on:  My room number is:  Office hours on:  Email: | | | | | | | |
| Overall grade: | | | | | | | |