# 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: |