

Suggestions for Improvement

Name: _____

Date: _____

Subject: _____

***Based on the presentation/class observation sheet, areas for improvements would be deleted as appropriate giving the presenter/ professor a clear outline of areas to improve and suggestions for each point would be listed as follows: This is an EXAMPLE only**

****If the coach answered 'no' to any of the statements on the 'observation feedback' sheet, on this sheet you would have the suggestions (see example below).**

	Suggestions
Spoke with appropriate speed	<p>You spoke so quickly at the start of the presentation/ class that it was somewhat counterproductive to the initial message. SLOW down. By slowing down you will appear far less nervous and the audience will be able to retain the information in a much better manner.</p> <p>As presenters/ professors we have a lot of information to get through, but this does not mean that we have to get through it quickly with the speed of our language.</p> <p>The introduction to any class, lecture, presentation or seminar, must be very clearly delivered, using short, active sentences, slowly and emphatically. It sets the tone for what to expect, gives them a reason to attend and stimulates interest in the subject to be taught.</p>
If PowerPoint was used; extended on slides, didn't simply read each one	<p>You didn't extend very well on your slides. In fact you tended to read out every one in the same detail that it was in front of us.</p> <p>Extend on your slides. If a presenter/ professor simply reads from the slide without giving any extra information, there is no need for the audience to attend. They can simply read the presentation on their own. The purpose of a presenter/ professor is to add value. If you simply regurgitate what is on a slide, you are not giving them any added value.</p> <p>Use fewer words on your slide, include more visuals and use the PowerPoint as it is intended: an AID, not a crutch. Use a short active sentence bullet, and add to it with your own experiences, knowledge and expertise.</p>

Coach: _____

Date: _____