Presentation Follow-up Worksheet

Name	Date
Title	Type

Video

Before reviewing others comments, watch the recorded video of your presentation.

Positive and Negatives

List two positive things that you did and two things that need improvement. Focus on the areas of presentations we have discussed in class: Preparation, Planning, Logic, Slides and Delivery.

Rating

Rate yourself as if you were a member of the audience.

Preparation & Planning	Is the presentation technically sound or does the business proposal make sense? Is it targeted to the right audience?	
Logic	How well does the presentation follow the logical structure of a technical/business presentation?	
Slides & Delivery	Are the slides high-quality? How well was the presentation delivered? Was it on time?	

Rating scale: 1=poor, 5=excellent

Review Other's Evaluations

Review the comments you received from the instructor and your peers. List any commonly occurring compliments or criticisms. Were there any comments that surprised you? Make a note of these as well.

Summary

Describe *two* improvements you would make in your presentation if you were to give it again. Write about specific changes to your technical/business content, logic, slides and delivery, not about your process.

Good example: "I would shorten my introduction and spend more time discussing the results slide where everyone was confused."

Bad example: "I would have started earlier and spent more time reading about my topic."