

## Paper/Presentation Feedback

Speaker(s)/Group \_\_\_\_\_

Date \_\_\_\_\_

1	3	5	<b>Introduction/Executive Summary</b>	
			1	Provides overview/summary
			2	States thesis clearly and previews major points and “roadmap”
			3	Executive summary succinct, conclusive and captures audience attention

<b>Content</b>				
			4	Brief and clear overview of the area selected
			5	Reviews current HR trends in that area.
			6	Describes implications for other HR areas
			7	Links HR area to business objectives
			8	Quiz challenges students and is fun

<b>Organization</b>				
			9	Organizes content logically, easy to follow, ideas do not ramble
			10	Supports points clearly, ideas explained completely
			11	Connects supporting points and with transitions clearly
			12	Cites recent sources appropriately

<b>Presentation Delivery</b>				
			13	Poised, good posture, appropriate dress
			14	Appropriate gestures, body movement, articulation (clearness, rate, pitch)
			15	Comfortable eye contact; discreet use of notes
			16	Appropriate, correct use of language, conversational delivery
			17	Uses time effectively and stays within time constraints.
			18	Visuals clear and supported content

<b>Conclusion</b>				
			19	Concisely summarizes major points
			20	Provides recommendations that follow from analyses

<b>Total Points</b>
<b>Comments</b>

Adapted from Cheshier, David, Schaller, Kristi, and Callison, Marybeth. (1998). Public Speaking: From Ideas to Action. Dubuque, Iowa: Kendall/Hunt Publishing Company. January 2002.

1 = Needs Improvement, 3 = Good, 5 = Outstanding