

## **Suggestions for feedback after seminar talks**

### **For the speaker:**

Before considering comments by others, describe your own feelings. First concentrate on positive observations about yourself and your talk. Next, point out to yourself the difficulties you had during the preparation and presentation.

Ask as many people as possible for their comments on your talk in order to judge your impact on different individuals.

You finally decide whether a comment is useful for you or not. If you are uncertain about a remark, ask trusted colleagues for their opinion.

Try to be objective and do not take criticism personally.

### **For audience members:**

Feedback should be given as an idea and not formulated like a fact.

Each person has his/her own style and this should be respected.

Always state positive observations first, before criticism is formulated.

Your comments should represent your personal observations and should not be generalized.

E.g. do not say: "This experiment you have presented in a wrong way ..."

but say: "I could not follow that experiment, because I did not ..."

Or, do not say: "This should be done this way ..."

but say: "I for myself would do it that way, because ..."

# Feedback on S<sup>3</sup> talks

Please provide your comments on the seminar talk. Your feedback should not evaluate the talk, but help the speaker to consider his/her performance. Short comments are more useful than just scoring.

Speaker: ..... Date: .....

Topic: .....

<b>Statement</b>	<b>Score*</b>	<b>Comments</b>
<b>Overall</b>		
Good general impression	1 2 3 4 5	.....
This was an interesting talk	1 2 3 4 5	.....
This was an enjoyable talk	1 2 3 4 5	.....
Speaker kept my attention	1 2 3 4 5	.....
<b>Structure of the talk</b>		
Talk was well structured	1 2 3 4 5	.....
Introduction / conclusions were adequate	1 2 3 4 5	.....
Main points were emphasized	1 2 3 4 5	.....
Appropriate amount of information	1 2 3 4 5	.....
Duration of the talk was right	1 2 3 4 5	.....
<b>Use of slides</b>		
Information was clearly arranged	1 2 3 4 5	.....
Text was readable	1 2 3 4 5	.....
Diagrams were clear	1 2 3 4 5	.....
Right amount of information per slide	1 2 3 4 5	.....
<b>Voice and body language</b>		
Speech was clear and dynamic	1 2 3 4 5	.....
Speed, pauses and breathing were good	1 2 3 4 5	.....
Good (eye) contact with audience	1 2 3 4 5	.....
Good body language and gesture	1 2 3 4 5	.....
Speaker seemed relaxed	1 2 3 4 5	.....
Speaker was enthusiastic	1 2 3 4 5	.....
Usage of tools (e.g. pointer) was adequate	1 2 3 4 5	.....
<b>Science</b>		
Scientific level was adequate	1 2 3 4 5	.....
Explanations were clear	1 2 3 4 5	.....
Speaker made a competent impression	1 2 3 4 5	.....
I understood almost everything	1 2 3 4 5	.....
<b>Discussion</b>		
The speaker's responses to questions were helpful	1 2 3 4 5	.....

\* Circle one number: 1 = I do not agree at all, 5 = I agree completely

**Additional comments**