

C+C – Developing Feedback Questions / Sheets

Listed below are some “helpful hints” and some sample questions [under each of the feedback areas] to help you prepare your Feedback sheet for the people viewing your C+C presentation.

- Questions on your sheet need to be **typed and appropriately spaced** on the A4 page to give each person enough space to easily respond to your questions.
- The Feedback sheet **must contain five or six good quality questions**.
- Questions need to be **carefully written and easy to understand** so that you are asking about exactly what you want / need to know from each person and have the best chance of getting quality comments.
- Try to **avoid writing questions** where the **answer is simply “yes / no”**. If this can't be avoided the question must follow on with “Give reasons or Explain or Why” to give the person the opportunity to give you more information.
- Write questions that **allow audience members to comment on all aspects of your presentation** and not about you personally.
- Your Feedback sheet must contain a **minimum of one question from each feedback area**: Planning and Organisation / Content and your Learning Experience / Presentation and Communication skills / Audience Interest.

Sample questions to help your preparation

Planning and Organisation:

- Does my presentation show evidence of satisfactory / appropriate / competent [choose one of these or add your own] levels of planning / organisation? Yes / No Give reasons
- Comment on how well prepared my presentation was?
- Do you think my presentation was well prepared / planned? Yes / No Comment
- Please make any suggestions on how I could have organised this presentation differently / more effectively to better demonstrate my learning.

Content and Learning Experience

- Comment on the quantity and relevance of the information presented about my work placement / volunteer placement or overall experience.
- Please comment on the quality of the information [in my power point presentation or poster or oral presentation etc.].
- Have you gained a better understanding of my Work placement / Community involvement from the presentation given? Yes / No Give reasons.
- Comment on how well you have understood the type of learning experience I have had in C+C.
- What other relevant information could I have included in my presentation?

Presentation and Communication skills

- Do you think I used the most appropriate format for communicating my learning? Explain
- Was the information I presented in an appropriate format / relevant / easy to understand? Yes / No In what way[s]
- Please comment on the quality of the [slides in my power point presentation or the layout of my poster or the format of my booklet etc].
- Did I speak clearly, using correct volume and keep the presentation at the right pace? Yes / No Comment
- Please comment on the quality of my speaking skills in front of an audience.
- Please comment on my oral presentation and communication skills.
- What suggestions would you give me on how I could have presented my learning more effectively?
- How do you think I could improve my overall presentation?

Audience Interest

- I have outlined information about my [work placement / volunteer placement / C+C experiences] what parts of this information did you find most interesting / most informative / relevant to you or others listening to / viewing / reading or discussing my presentation?
- If I was to do this type of presentation again, how could I further improve the presentation?
- If I were to do this type of presentation again, what could I do differently to improve my presentation?
- How would you rate my overall presentation [could have question set up as a score out of 10 / a continuum with numbers or key words eg excellent, good, satisfactory, needs improvement].
- Would my information / presentation encourage other students to try this placement or undertake the type of learning experience I have had? Why?