

**Your name:** \_\_\_\_\_

**Presenter's name:** \_\_\_\_\_

Your job is to listen to the presentation and help the presenter reflect on how the presentation went. Make sure to time the presentation for the presenter and record it below. Then ask the presenter to reflect on how the presentation went by asking the questions below and recording some of their responses. (The goal of this report is to have a summary of your conversation, not a transcription.) Finally, reflect on your experience as the audience, give the presenter any feedback that you think would be helpful, and record that feedback below.

**Length of presentation:** \_\_\_\_\_

**Questions for the presenter:**

1. What went well? (*Make sure the presenter answers this before you ask any other questions!*)
  
2. Did the presentation go as planned?
  
3. Did the time pass more or less quickly than you imagined it would?
  
4. What would you most like to work on?
  
5. What would you especially like feedback on?

**Questions for the audience:**

1. What worked? What points were particularly clear? What did the presenter do to help the audience understand?
  
2. Were there any places that audience members might get confused?
  
3. What could be done to make the learning environment better?