

Observation Feedback Form (OFF)

(sur proposition d'un étudiant ENAC)

Feedback pour l'exposé de:

Structure: introduire et construire le thème (général à particulier)

Clarté : clarifier les objectifs, rester sur l'objectif visé

Répondre à la question et **ne pas s'éparpiller**

Commentaires ou suggestions:

Etablir le contact visuel avec tous les participants

Alterner et regarder chaque personne

Regarder la personne qui pose une question

Eviter de regarder le plafond, le sol, vos transparents ou toujours les mêmes personnes

Eviter de lire le texte (s'y référer de temps à autre)

Commentaires ou suggestions:

Lisibilité : soigner la calligraphie : police sans serif, taille min 22 gras

Slides : se centrer sur l'essentiel (mots-clés, concepts, symboles)

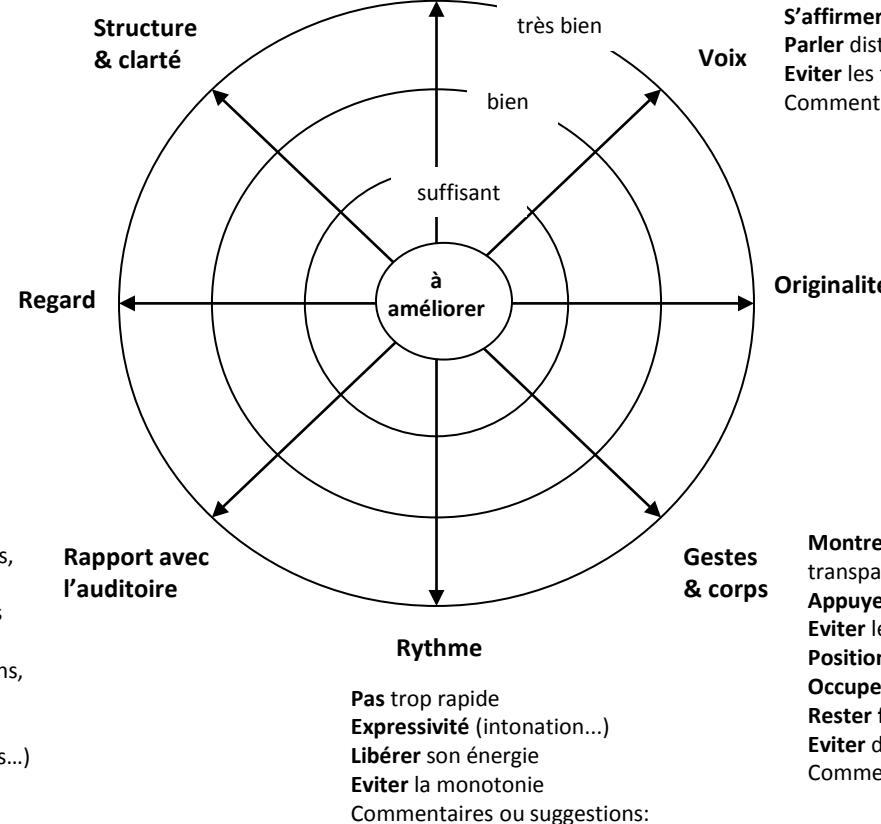
Propreté : utiliser la surface disponible avec ordre et méthode, 12 lignes/slide

Etre visuel : dessins, graphiques, couleurs

Eviter la surcharge (1 slide/minute, tableau organisé)

Commentaires ou suggestions:

Tableau / slides / transparents



A rendre à l'étudiant suite à sa présentation.

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(proposed by an ENAC student)

Feedback presentation made by:

Readability : clear writing, beware the calligraphy –22 bold, ss type font

Priority : keep to the essential (key words, concepts, symbols)

Cleanliness : use all available surface with order and method, 12 lines/slide

Be visual : design, graphs, colors

Avoid overload (1 slide/minute, organized blackboard)

Comments or suggestions:

Structure: introduce and build the topic (general to particular)

Clarity: define the objectives, stick to the goal

Answer the questions and **avoid** loosing track

Comments or suggestions:

Blackboard / slides / overheads

Structure & clarity

Eye contact

Interaction with the audience

Voice

Originality

Gestures & body

to improve

Rhythm

Not too fast
Expression (intonation...)
Let your energy flow
Avoid monotony
Comments or suggestions:

Be assertive, sure of what you say

Speak up clearly, don't fear silence

Avoid repetition, verbal tics (euh,)

Comments or suggestions:

Don't hesitate to show personal solutions

Explain your approach and why it is original or different and effective.

Comments or suggestions:

Establish eye contact with all participants

Alternate sight to each person

Look at the person who asks a question

Avoid staring and looking at the ceiling, the floor, or your text

Comments or suggestions:

Encourage participation: ask questions, stay tuned

Captivate the public's attention (reminders, trivialize, charism)

Animate the presentation (examples, witness, anecdotes)

Spontaneity: recover quickly from sudden interruptions (questions, technical problems...)

Comments or suggestions:

Show with a pointer, hand, stick, etc

Support your talk with appropriate gestures

Avoid tics and other manias (pen, pockets, keys, etc.)

Position : stable, solid, calm

Fill-in the space without walking around unnecessarily

Avoid hiding behind the computer or staying immobile

Comments or suggestions:

To give back to the student after his presentation

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