

How did my presentation go?

If you want to improve the way you prepare and deliver oral presentations it is essential that you reflect on and review yours soon after the event, and record any thoughts you have. Once it is over you will be surprised how quickly you forget the experience and this makes it difficult to learn from it and develop your skills further. Answering the questions below should help you to evaluate your performance and build on this experience.

Did it go as I had planned? If so, what is my evidence of this? If not, why not?

What was good about my presentation?

What do I want to improve about my presentation style? And how?

What?	How?

What aspects did I consider successful about other people's presentations and would like to adopt when I next present?

Keep this review document safe and look at it next time you need to prepare a presentation.