**Presentation observation sheet**

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| **Name of Presenter:** |  | |
| **Title of session** |  | |
| **Planning and Preparation for the Session:** | | |
| **Opening/Introduction to the Session:** | | |
| **Quality of Communication during the Session:** | | |
| **Did they stick to timings?** | | |
| **Further feedback or developmental comments.** | | |
| **Name of Observer:** | | **Signature of Observer** |