

Self Appraisal Form

To be completed by each student after their talk and handed to the workshop leader, who will add their comments and return the form to the student at the next workshop session.

Based on an IOP Communication Skills Package

Title of Talk:			
Student Name:		Date:	

Did you:	Yes	No	Comments
Introduce yourself?			
Introduce your topic?			
Establish rapport?			
Maintain eye-contact?			
Produce a good set of transparencies?			
Develop your material in an appropriate sequence?			
Summarise at the end?			
Allow yourself adequate time?			
Invite questions?			

Additional comments: