

# Oral Communication Lab

## Instructor Feedback Form

To (professor):   
CC (student):   
Date:

This is to confirm that the student named below had a conference today at the Oral Communication Lab.

First Name:   
Last Name:   
Class year:

- |                          |            |                          |           |
|--------------------------|------------|--------------------------|-----------|
| <input type="checkbox"/> | First-year | <input type="checkbox"/> | Sophomore |
| <input type="checkbox"/> | Junior     | <input type="checkbox"/> | Senior    |

Department:  Course Number:

Course Name/Title:

Type of assignment:   
(Assignment detail if other):

The student was prepared with the following:

- general plan
- general idea of content
- specific thesis, research question or objective
- specific main points or arguments
- supporting material
- audiovisual media (PowerPoint, video clips, etc.)
- complete presentation
- nothing. The student was unprepared for this conference.

The OCC consultant gave advice or comments on the following:

- thesis or objective
- organization
- supporting material
- audiovisual media
- delivery (vocal and bodily expression)
- language (appropriateness, clarity, verbal imagery, etc.)

Comments:

Consultant: