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: ____________________

☐ First-year  ☐ Sophomore
☐ Junior  ☐ 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: 