SHARE YOUR RESEARCH: HOW TO GIVE A GOOD TALK
CHECKLIST FOR GETTING FEEDBACK

Give this checklist to the people giving you feedback on your talk (during a practice session or after the real deal—your actual talk) to help guide their comments and constructive criticism. If you would like those individuals to focus on specific areas of your talk (like slides or delivery), make sure to let them know. If you are giving a practice talk make sure to tell the people giving you feedback who your audience is, what your goal(s) are, the duration of your talk, and where you will be presenting (e.g., an international conference, a department seminar). Also, make sure to include any details you think they should know to ensure they give you the best possible feedback. For the purpose of practice talks, we recommend using page numbers on your talk, so that the individuals providing you feedback can easily note down which slides they have feedback on.

GENERAL FEEDBACK

- Was my core message clear? What do you think my core message was?
- Was the message tailored to the audience?
- Did I achieve my stated goals?
- Delivery:
  - How was my volume? Were you able to hear me OK?
  - Did I make sufficient eye contact with the audience?
  - Did I use any verbal fillers (um, like, uhh…), and if so, how much?
  - Was the presentation engaging enough to keep the audience interested throughout?
  - How was my speaking pace? Too fast? Too slow?
  - Did I have my back to the audience frequently?
  - Did I use too much jargon? Or did I not explain concepts clearly?
  - Did I make effective use of analogies and examples?
  - Was the content appropriate for my target audience? Was my language appropriate for my target audience?
  - Timekeeping: How was my time? Did I go over or under?

- Slide design:
  - Were my slide titles clear and informative?
  - Did each slide have a clear message?
  - Was the data overwhelming?
  - Were the data figures understandable? Were the figures simplified?
  - Was my font choice appropriate? Was my font size easy to read?
  - Was space used effectively? (i.e., Were my slides crammed or was there a lot of empty space?)
  - Were colors used effectively and accessibly? (e.g., red-green colorblind)
  - Were there typos?
  - Were animations being used effectively and judiciously?
  - Did the slides have too much text?
• Flow:
  ○ How was the flow of the talk?
  ○ Was there a logical connection between the different parts of the talk?
  ○ How were the transitions between slides?
  ○ Was the use of stories effective?
  ○ Was the talk easy to follow?

TALK STRUCTURE AND DATA
• Talk title: Does it capture the core message?
• Introduction:
  ○ How was my introduction?
  ○ Did I grab my audience’s attention?
  ○ Did I provide the right amount of background information?
• Body of the talk:
  ○ Was I clear in my explanations of the methods and data figures?
  ○ How was the flow of information? Did it make a logical progression?
• Ending:
  ○ How was my ending?
  ○ Did I summarize the findings effectively?
  ○ Did I provide sufficient perspectives and future directions?
• Acknowledgment slide:
  ○ Were all collaborators acknowledged? Funding agencies/grants?