

Coaching Feedback template

Speaker's Name	Activity
Topic/Subject	
Good Point	
Point for Improvement	
Task Given (Optional)	
Coach's Name	Date: / /
Task Feedback	
Date Task Completed / /	Feedback Coach's Name

The following are aspects of a speech Coaches may give consideration to –

- Material – Scope, accuracy, clarity, relevance, logic, adequacy
- Arrangement – Introduction, body, conclusion, general construction
- Progression – Cohesion, timing, logic, development, evidence – research & preparation.
- Language – Words, sentences, phrases, grammar, word pictures, figures of speech.
- Appeal – Imagination, originality, wit, illustrations, highlights.
- Visual Impact – Appearance, stance, gesture, notes, use of eyes, aids.
- Vocal Impact – Quality, clarity, variety, volume, pitch, pause, pace, pronunciation.
- Empathy – Contact, understanding, acceptance, audience involvement.
- Mood – Feeling, emphasis, enthusiasm, sincerity, speaker involvement.
- Appeal – Credible, entertaining, memorable, motivating, convincing.

Please pass this sheet to the Senior Coach when completed.