



COMMUNICATION OBSERVATION

(Meetings, Author Talks, Workshops/Seminars, Trials, etc.)

Name _____ Date of Activity _____ Time Credit _____

Describe the Activity (Name of speaker/workshop/organization/trial, etc.)

Evaluate the speaker's organization (intro/body/conclusion, transitions, grouping of points, etc.)

Evaluate the speaker's content (attention factors, clear explanations, support, reasoning, etc.)

Evaluate the speaker's delivery (eye contact, gestures, vocal variation, facial expressions, etc.)

What did you learn about communication from this observation?

