Name: Date:



Communication in Practice

Topic:
Part 1. Read and Summarize () Instructions: Read the assigned text. Use the box below to answer your guiding question and summarize key ideas.
Guiding Question:

Part 2. Plan Your Presentation	
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Slide Number & Title	Presentation Plan

Part 3. Peer Feedback 🗣
Instructions: Use this checklist to give feedback on presentations you observe. Be sure to complete this section in the presenter's graphic organizer!
The presentation answers the guiding question.
The presentation is organized and easy to follow.
The slides are visually purposeful.
The writing is clear and free of major errors.
The pace and tone support audience understanding.
The speaker uses effective body language (eye contact and gestures).
The presentation is understandable and engaging.
Group members collaborate effectively.
General Feedback and Questions:

Part 4. Reflection Instructions: Respond to the reflection prompts.
How did preparing and delivering this presentation strengthen your communication skills?
After receiving feedback, what changes did you make to your presentation, and why?