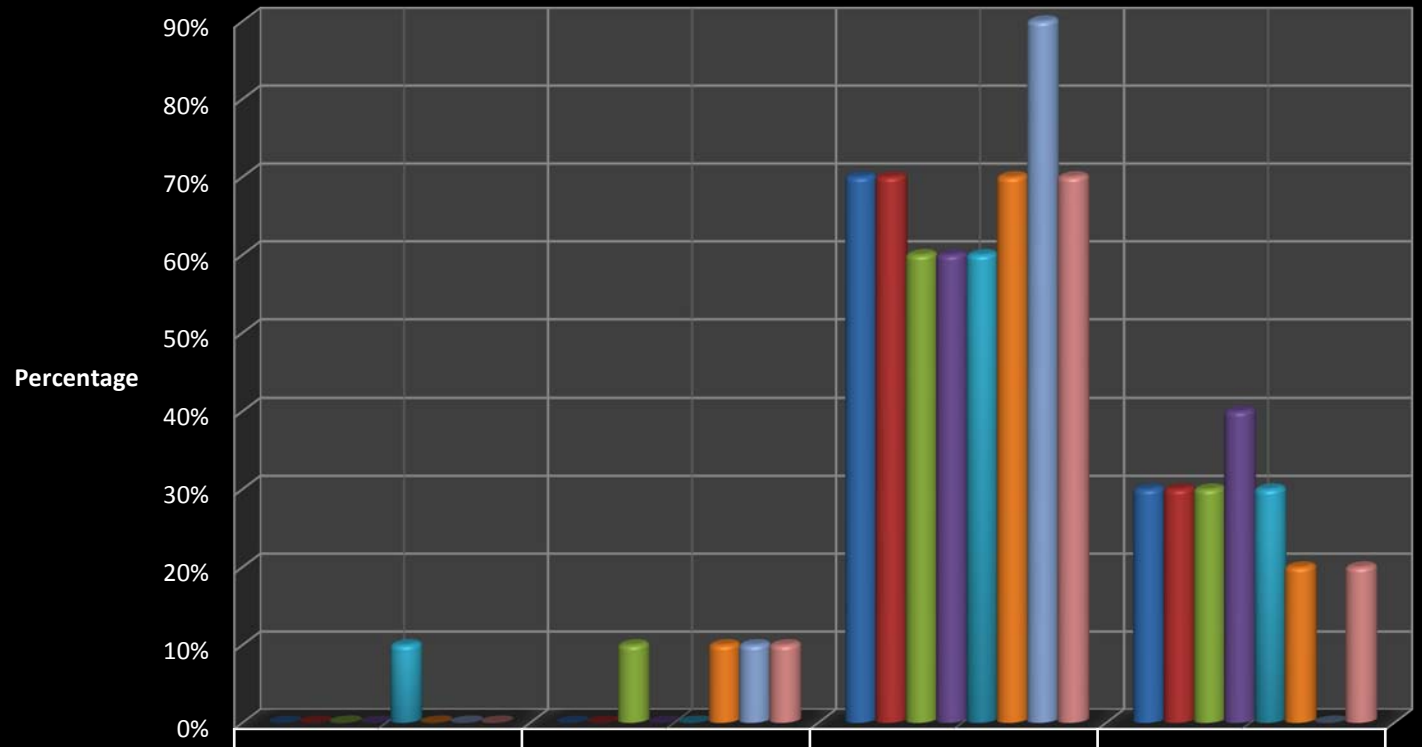


**Name of reviewer** : Miss Clara Soon May Lynn  
**Date presented** : 27 May 2010  
**Title of Book** : Getting Things Done When You Are Not In Charge  
**Author** : Geoffrey M.  
**Audience** : 30 Participants  
**Feedback Received** : 10 Forms

| NO. | SUBJECT  | POOR (1) | FAIR (2) | GOOD (3) | VERY GOOD (4) |
|-----|--|----------|----------|----------|---------------|
| 1.  | Informative  | 0        | 0        | 7        | 3             |
|     |  | 0%       | 0%       | 70%      | 30%           |
| 2.  | Clarity of Content   | 0        | 0        | 7        | 3             |
|     |  | 0%       | 0%       | 70%      | 30%           |
| 3.  | Presentation (Approach to the subject, use of visual aids, eye contact, style, body language, etc) | 0        | 1        | 6        | 3             |
|     |  | 0%       | 10%      | 60%      | 30%           |
| 4.  | Professional appearance  | 0        | 0        | 6        | 4             |
|     |  | 0%       | 0%       | 60%      | 40%           |
| 5.  | Interaction with audience  | 1        | 0        | 6        | 3             |
|     |  | 10%      | 0%       | 60%      | 30%           |
| 6.  | Readiness to respond   | 0        | 1        | 7        | 2             |
|     |  | 0%       | 10%      | 70%      | 20%           |
| 7.  | Well-timed   | 0        | 1        | 9        | 0             |
|     |  | 0%       | 10%      | 90%      | 0%            |
| 8.  | Overall presentation   | 0        | 1        | 7        | 2             |
|     |  | 0%       | 10%      | 70%      | 20%           |

## BOOK REVIEW ANALYSIS: 27 MAY 2010



|                           | Poor (1) | Fair (2) | Good (3) | Very Good (4) |
|---------------------------|----------|----------|----------|---------------|
| Informative               | 0%       | 0%       | 70%      | 30%           |
| Clarity of Content        | 0%       | 0%       | 70%      | 30%           |
| Presentation              | 0%       | 10%      | 60%      | 30%           |
| Professional Appearance   | 0%       | 0%       | 60%      | 40%           |
| Interaction With Audience | 10%      | 0%       | 60%      | 30%           |
| Readiness to Respond      | 0%       | 10%      | 70%      | 20%           |
| Well-timed                | 0%       | 10%      | 90%      | 0%            |
| Overall Presentation      | 0%       | 10%      | 70%      | 20%           |