

Strengthening Personal Presentations Personal Assessment Tool

Please consider how often you do the following and circle the appropriate number on the scale provided below each question.

1. Prepare for your presentation by imagining how the members of your audience spend an average day.

Never 1 2 3 4 5 Always

2. Prior to presenting, get information on what the audience thinks/feels about the topic prior to the presentation.

Never 1 2 3 4 5 Always

3. Prior to presenting, talk to someone who has worked with your audience group in the past.

Never 1 2 3 4 5 Always

4. Make eye contact with your audience.

Never 1 2 3 4 5 Always

5. Spend time observing the body language of your audience.

Never 1 2 3 4 5 Always

6. Get the audience talking about your topic.

Never 1 2 3 4 5 Always

7. Try to tap into the strong feelings/opinions of the audience (about the topic).

Never 1 2 3 4 5 Always

8. Know exactly how different you want the thoughts and actions of your audience to be after your interaction with them.

Never 1 2 3 4 5 Always

9. Create a mind map for your presentation.

Never 1 2 3 4 5 Always

10. Stay focused on one idea and a few supporting ideas during your presentation.

Never 1 2 3 4 5 Always

11. Use emotion to convey your message.

Never 1 2 3 4 5 Always

12. Use logic to convey your message.

Never 1 2 3 4 5 Always

13. Use stories of your own personal experiences to illustrate your points and introduce emotion and commitment.

Never 1 2 3 4 5 Always

14. Use music or tape recorded voices to make the message more powerful.

Never 1 2 3 4 5 Always

15. Use visual aids or visual models (words that help your audience see your ideas in their minds).

Never 1 2 3 4 5 Always

16. Use documents of evidence to prove a point.

Never 1 2 3 4 5 Always

17. Begin strongly every time you speak.

Never 1 2 3 4 5 Always

18. Deliberately take your voice volume up and down as you emphasize words in the first few sentences of a presentation.

Never 1 2 3 4 5 Always

19. State a key idea, quotation or punch line and then pause to allow the audience to consider what you just said.

Never 1 2 3 4 5 Always

20. Take care not to speak too constantly or too fast.

Never 1 2 3 4 5 Always

21. Let your body language show how you really feel.

Never 1 2 3 4 5 Always

22. Take action to avoid being too laid back because of nerves or overconfidence.

Never 1 2 3 4 5 Always

23. Make an effort to say things that are personally relevant to your audience.

Never 1 2 3 4 5 Always

24. Keep your style conversational rather than stiff or authoritative.

Never 1 2 3 4 5 Always

25. Are you light and willing to laugh at yourself?

Never 1 2 3 4 5 Always

26. Show your humanity by telling stories about touching and humorous situations in everyday life.

Never 1 2 3 4 5 Always

27. Place emphasis on your qualifications.

Never 1 2 3 4 5 Always

28. Think about your dress, posture and expression.

Never 1 2 3 4 5 Always

29. Know your opening line.

Never 1 2 3 4 5 Always

30. Hook the audience in the first 90 seconds.

Never 1 2 3 4 5 Always

31. In your opening, answer the question “what’s in it for me?” (from the audience’s point of view).

Never 1 2 3 4 5 Always

32. Open your presentation with a joke, a strong visual image, a quick anecdote, or a prop.

Never 1 2 3 4 5 Always

33. Repeat your opening at the end of your presentation.

Never 1 2 3 4 5 Always

34. Summarize your theme and key supporting points at the end of your presentation.

Never 1 2 3 4 5 Always

35. End strongly without apologizing.

Never 1 2 3 4 5 Always

36. Make a call to action in the final few seconds.

Never 1 2 3 4 5 Always

37. Use an anecdote at the end of your presentation that leaves the audience with a powerful emotional reminder of why your message is important.

Never 1 2 3 4 5 Always

38. Get feedback about your presentation from your colleagues and/or from videotapes.

Never 1 2 3 4 5 Always