

Presentation Skills – Self Assessment Quiz

3-Always	2-Usually	1-Sometimes	0-Never
1. During presentations, I manage my anxiety to use it as positive energy.			
2. I know how to reduce stress associated with making presentations.			
3. I monitor and eliminate any "negative self-talk" with "positive talk".			
4. In preparation for speaking I identify the overriding purpose of my presentation.			
5. I identify the specific "audience-focused objectives" for my presentations.			
6. I evaluate the physical environment in which a presentation will be made			
7. I analyze the audience's needs and prior knowledge about each key issue as I prepare a presentation			
8. To add passion, power and pizzazz to my presentation, I practice the finished version several times			
9. I use a simple structure built around the idea of a grabbing introduction, a main body of information with examples and a powerful conclusion			
10. I do not attempt to put too much information into my visuals			
11. I prepare to make clear transitions between each of the key points of my presentation.			
12. I try to align the nonverbal messages of body language match the words I am verbalizing.			
13. I plan and practice the movements and gestures in my presentations.			
14. I make certain to use eye contact with different members of the audience.			
15. I monitor my facial expressions and consciously use a variety of expressions during my presentation.			
16. I vary the pitch, volume, tone and pace of my voice when I make a presentation.			
17. I look for opportunities to use stories and real life illustrations into my presentations.			
18. I practice to be a smooth, effective storyteller.			
19. I use a variety of visuals in my presentations			
20. I use my visuals to highlight and summarize information not to carry the speech.			
21. I am careful to use evidence that is objective, valid and reliable			
22. When I am trying to persuade an audience, I am careful to present accurate evidence and let them ask questions to understand material.			
23. When I make a presentation to persuade, I make a conscious effort to build rapport and develop trust with the participants'.			
24. I am comfortable conducting a Q&A as part of a presentation.			
25. As part of preparation I spend time anticipating likely audience questions			
26. In trying to close with a strong message for action, I remember to use the "recency effect" in closing my presentation.			
27. After a presentation, I take the time to get feedback and assess my effectiveness so as to develop a plan for improvement.			
Total Score			
Confidence in Presenting : 81-72 High			71-52 Average
			Below 27 Low