

PRESENTATION SKILLS SELF-ASSESSMENT

Perfecting your presentation skills will not only help you in front of groups, but in everyday conversations too! [CGWA](#) has developed a proven process for organizing, preparing and delivering your best presentation. In our [Presentation Skills](#) workshop, participants walk away with the tools to take their presentations from average to outstanding.

Our free gift to you is the Presentation Skills Self-Assessment. Think of it as a first step on your journey to becoming a top-notch presenter. And remember, have fun!

Physical Skills:

When I make a presentation, I:

	Always					Never				
1. Maintain eye contact with an individual in the group through a complete thought.	6	5	4	3	2	1				
2. Acknowledge distractions and eliminate them when possible.	6	5	4	3	2	1				
3. Stand in a position that projects confidence and professionalism.	6	5	4	3	2	1				
4. Pause after an important point to let my audience think.	6	5	4	3	2	1				
5. Use gestures to emphasize important points.	6	5	4	3	2	1				
6. Vary my tone, rate and loudness to make my speech more conversational.	6	5	4	3	2	1				
7. Write an objective that states what I want my audience to do after the presentation.	6	5	4	3	2	1				
8. Write an introduction that captures the interest of my audience.	6	5	4	3	2	1				
9. Write an introduction that clearly states the action I want my audience to take.	6	5	4	3	2	1				
10. Include my agenda in my introduction.	6	5	4	3	2	1				
11. Organize my points in most to least important or natural order sequence.	6	5	4	3	2	1				

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PRESENTATION SKILLS SELF-ASSESSMENT (cont.)

Organizational Skills:

When I prepare for a presentation, I:

	Always			Never		
12. Use personal experience to make my points.	6	5	4	3	2	1
13. Use analogies to make my points.	6	5	4	3	2	1
14. Use examples to make my points.	6	5	4	3	2	1
15. Use facts and statistics to make my points.	6	5	4	3	2	1
16. Use experts' opinions to make my point.	6	5	4	3	2	1
17. In the conclusion, I restate the action I want my audience to take.	6	5	4	3	2	1
18. Use visual aids to illustrate points in my presentation.	6	5	4	3	2	1
19. Answer questions to the satisfaction of my audience and to my benefit.	6	5	4	3	2	1

What Your Scores Mean:

114-79 = You are doing well as a presenter. Let us assist with fine tuning for maximum impact!

78-43 = Some room for improvement exists. We can work with you to create a WOW presentation!

42-19 = Presentations may be new for you. We can have you ready to go in no time!



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