



# **Administrative Effectiveness**

## **Handout 7**

### **Presentation Skills Questionnaire**

## Self-assessment Questionnaire

Do this assessment to get a baseline measurement of your current level of presentation skills. It will enable you to recognise where to focus your improvement effort, that is, what to do differently in the future.

	Always			Never	
	5	4	3	2	1
- I identify my objectives for planning a presentation.	5	4	3	2	1
- I analyse my audience's objectives and needs.	5	4	3	2	1
- I formulate a few main ideas around which the presentation will be built.	5	4	3	2	1
- I build in supporting arguments for each main idea.	5	4	3	2	1
- I include a preview before and a review after the main ideas are presented.	5	4	3	2	1
- The introduction is designed to get immediate attention.	5	4	3	2	1
- I memorise my opening sentences in order to make a strong start.	5	4	3	2	1
- I check all equipment before the presentation.	5	4	3	2	1
- The visual aids I create are simple, easy to read and have impact.	5	4	3	2	1
- I present benefits clearly and persuasively.	5	4	3	2	1
- I speak with enthusiasm and energy.	5	4	3	2	1
- I practise beforehand so as not to be dependent on my notes.	5	4	3	2	1
- My notes are bullet points to prevent me reading from them.	5	4	3	2	1
- I anticipate possible answers and rehearse my responses to them.	5	4	3	2	1
- I keep eye contact with members of the audience.	5	4	3	2	1

- I use natural body language and gestures.	5	4	3	2	1
- I speak clearly and vary the tone and speed of what I am saying.	5	4	3	2	1
- I monitor my own performance for unwanted behaviour.	5	4	3	2	1
- The close contains not only a summary but also a motivational statement	5	4	3	2	1
- I control nervousness by deliberately relaxing.	5	4	3	2	1
<b>TOTAL SCORE</b>					

**Scoring:**

If you scored between 80 and 100, you are already an excellent speaker. Please continue to ensure your presentations fulfil your own high standards.

If your score was between 60 and 80, you could become a very effective speaker.

If your score was between 40 and 60, there will be many ideas on this course which you could use.

If your score was between 30 and 40, following some new ideas will make a big difference to you.

If your score was below 30 – there is a lot of work to be done – you can choose to start now!