

NO SWEAT Public Speaking

Public Speaking Skills Assessment

Rate your skills from lowest (1) to highest (5).

Skill	1	2	3	4	5
Motivation – I am excited about the opportunity.					
Preparation – I have done my homework – I don't "wing it."					
Energy/Passion – the audience can see I'm enthusiastic.					
I avoid jargon, buzz words and "insider talk."					
Clarity – I am clear and concise in my presentation/conversation.					
Interactive – I encourage feedback and interaction.					
I rely on PowerPoint for most of my presentation.					
I feel very comfortable speaking in front of people.					
I am physically relaxed.					
I use good vocal skills (tone, pace, pitch, volume).					
I use good body language (an audience believes what they see!)					
I know my audience.					
I am well organized and have a "back up" plan.					
I stay focused and don't wander off topic.					
I use quotations, statistics, or stories to make my points.					
I check frequently to make sure my audience understands.					
My values (and those of my company) are evident.					
I have a strong opening and closing.					
I listen well.					
Total Per Column					
Total					

SCORES:

- 20–35 Are you sure anyone is listening?
- 36-50 You are registering as "present", but your message is getting lost.
- 51-65 People understand somewhat, but it's not crystal clear.
- 66-80 People are listening and understanding most of what you have to say.
- 81-95 People are fully engaged and enjoying your presentation.
- 96-100 You're a rock star. (I should be learning from you!)

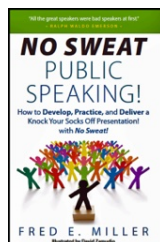
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