

HOW DID YOU DO?

After your next presentation, answer the following questions by ticking "yes" or "no" ...



No Yes

- Did you think only about what you wanted to *tell* the audience?
- Did it take a while to engage the audience's attention?
- Was there any information you feel you should have made clearer?
- Did you feel detached from the audience?
- Do you think you sounded unconvincing at any time?
- Could you have made your theme clearer?
- Did your nerves get in the way of acting naturally?
- Were you aware of anything in your appearance or your voice that distracted the audience?
- Did you assume the room would be set up the way you wanted it?
- Did you feel uncertain about what you wanted to say or ramble on at any point?
- Did you feel you were boring yourself, let alone the audience?
- Had you mistaken what the audience would be interested in?
- Were there any problems that you could have foreseen?
- Could you have given your presentation more impact?
- If you used visual aids, did they seem to interrupt the flow of your message?
- Did you read your slides word-for-word?
- Did any humour you used fall flat?
- Did you forget at any time to watch for how people were reacting to what you said?
- Or fail to respond to how they felt?
- Was there a lack of questions?
- Were there any questions you thought you had answered in your presentation?
- Did you run over time or have to rush through your material?
- Did the end of your presentation fall flat?
- Honestly, did you "wing it"? Could you have done it better with more practice?
- If you could do it again, would you change what you said or how you said it?

Add up the number of ticks in the yes column.

Your answers give an indication of how effective you were. Whatever your score there is always scope for improving, the higher your score the more some presentation skills training would help you, because... *presentation matters*

Call or email Roome for Growth for further information.

Presentations matter

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