

Self-Assessment of my Public Speaking Skills

Assess your public speaking skills.

Think about each of these skills and rate yourself.

Within a range of 5 points:

1 point- I really need to work on this skill. Help. Help!

5 points- I am clearly skilled in this area. Quite confident, I might say.

- Articulating clearly __ pts.*
- Assessing the needs and priorities of potential audience attendees __ pt.+
- Controlling performance anxiety __ pts.*
- Creating attractive PowerPoint slides with the right amount of detail __pts.+
- Grabbing the attention of the audience with a powerful opening __ pts.*
- Maintaining eye contact with the audience and providing an energetic, animated physical presence _pts.*
- Memorizing enough content so that the speech does not come off as a reading of notes _pts.+
- Modulating vocal tone to emphasize important points and avoid monotonous presentation _pts.*
- Organizing a logical flow to a speech _pts.+
- Preparing examples that are relevant to the experience of the expected audience _pts.+
- Providing compelling evidence to support themes _pts.+
- Rehearsing the presentation and revising rough spots _pts.*
- Restating critical points at the end of a speech to cement key concepts __pts.*
- Summarizing the topics to be covered at the beginning of a lecture to provide context for attendees _pts.*
- Telling stories to illustrate points _pts.*
- Timing the speech in advance to make sure it meets the allotted time _pts.+
- Using humor to enliven a talk _pts.*
- Reviewing feedback and modifying the approach for talks in the future _pts
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