

Think about your strong and your weak points as a speaker:

strong points	weak points
I am able to	I am not able to.....
.....
.....
.....
.....
.....

‘Before / After’ Questionnaire
(Homework)

When you make a presentation:

- | | |
|---|---|
| 1. Do you:
a. read your presentation
b. use notes
c. improvise (i.e. talk without preparation)? | b. finish on time
c. overrun your time? |
| 2. Do you:
a. keep eye contact with one person in the audience
b. look at all the people in the audience
c. look at the floor? | 8. Are you a speaker who:
a. talks quickly and quietly
b. talks with ease (i.e. in a relaxed way)? |
| 3. Do you:
a. smile from time to time
b. tell an amusing story
c. remain serious? | 9. Do you practise your presentation:
a. at every possible moment – in the bath/on the bus etc...
b. a few times
c. once |
| 4. Do you feel:
a. relaxed
b. nervous
c. terrified? | 10. Do you:
a. enjoy giving presentations
b. not mind giving presentations
c. hate giving presentations? |
| 5. Do you:
a. walk up and down a lot
b. move your arms a lot
c. move very little? | |
| 6. Do you use visual aids:
a. sometimes
b. all the time
c. never | |
| 7. Do you usually:
a. finish your presentation early | |

