

QUESTIONNAIRE ON PRESENTATIONS

Please read each of the following statements carefully, and select the valuation that fits you best. (Be as frank to yourself as you can so that you can really learn from the results.)

1. I am aware both of what I say and how I say it.
never seldom sometimes often always
2. As a rule, before I start preparing my presentation I clearly spell out its purpose. It means that I first answer the question Why, and only then deal with What.
never seldom sometimes often always
3. I prepare my presentation in advance so that I practically know it by heart.
never seldom sometimes often always
4. I am aware of visual tools and how to apply them. I make sure I use them in my presentations.
never seldom sometimes often always
5. I make use of visuals when and where they it is justified; I try not to flood my audience with them. I realize full well that I am the messenger.
never seldom sometimes often always
6. I approach my presentation with deliberation, jotting down the main ideas and/or important points first, and then working them out.
never seldom sometimes often always
7. I know the purpose of rhetorical questions, and I use them.
never seldom sometimes often always
8. I present opinions and ideas to my audience with conviction so that they see I own them.
never seldom sometimes often always
9. Rapport with people listening to my presentation is essential; smooth delivery is not enough.
never seldom sometimes often always
10. I know how to use body language to make my presentation lively. I suppress any signs of uncertainty and/or doubt.
never seldom sometimes often always

RESULTS:

never=1 point seldom=2 often=4 always=5 MAX=100

THE CLOSER YOU GET TO 100 THE BETTER