



“Communication Survey”

View your presentation and rate yourself in the skill areas listed below. The scale is 1 (never) to 5 (always).
Not all questions will pertain to your videotape but to communication in general.

No.	Skill Areas	Today's date:	Date in 4 weeks:
1.	Presence	Rating	Rating
	<ul style="list-style-type: none"> Did I make a good impression within the first 2 seconds of my presentation? 		
	<ul style="list-style-type: none"> Was I grounded physically in my stance so that my posture was good and I portrayed confidence when I spoke? 		
	<ul style="list-style-type: none"> Did I try to maintain eye contact with the person with whom I spoke? 		
	<ul style="list-style-type: none"> Do I typically move freely and confidently so that the space I occupy is my own? 		
	<ul style="list-style-type: none"> Were my gestures natural when I spoke? 		
	<ul style="list-style-type: none"> Does my body remain relaxed and poised during challenging situations? 		
	<ul style="list-style-type: none"> Do I have a firm and genuine handshake? 		
	Subtotal:		
2.	Voice and Speech		
	<ul style="list-style-type: none"> Did I like the sound of my voice? 		
	<ul style="list-style-type: none"> Do I project my voice so that I am heard by a group or audience? 		
	<ul style="list-style-type: none"> Do I try to speak slowly especially when I am nervous or challenged? 		
	<ul style="list-style-type: none"> Did my breathing remain relaxed and lower in my rib cage when I spoke? 		
	<ul style="list-style-type: none"> Do I relax my throat and jaw so that my pitch stays lower and strong when I am tense, excited or angry? 		
	<ul style="list-style-type: none"> Did I and do I typically inflect the ends of my sentences downward and not upward as if asking a question? 		
	<ul style="list-style-type: none"> Did I articulate clearly when I spoke? 		
	Subtotal:		
3.	Message		
	<ul style="list-style-type: none"> Was my message organized, clear and succinct? 		
	<ul style="list-style-type: none"> Did I insert only a few fillers such as um, er, like, so, and well? 		
	<ul style="list-style-type: none"> Do I assert myself verbally when challenged or criticized? 		
	<ul style="list-style-type: none"> Do I check my emails for spelling and grammatical errors? 		
	<ul style="list-style-type: none"> Do I have a good elevator pitch (introduce myself well)? 		
	<ul style="list-style-type: none"> Am I good at initiating conversation in social situations? 		
	Subtotal:		
4.	Presentation		
	<ul style="list-style-type: none"> Is my topic typically of interest to the audience? 		
	<ul style="list-style-type: none"> Did I engage the listener at the start of my presentation by telling a story, asking a question, using a prop, stating a fact, highlighting an event, etc.? 		
	<ul style="list-style-type: none"> Do I care more about sharing information with the audience than how I look? 		
	<ul style="list-style-type: none"> Did I clearly pronounce technical words during my presentation? 		



	<ul style="list-style-type: none"> • Did I close my presentation powerfully so that my message will be remembered? 		
	<ul style="list-style-type: none"> • Can I gather my thoughts and speak proficiently in impromptu speaking situations? 		
	Subtotal:		
5.	Preparation/Anxiety		
	<ul style="list-style-type: none"> • Do I breathe rather than hold my breath when I'm under pressure or challenged? 		
	<ul style="list-style-type: none"> • Did I practice my talk out loud before I videotaped it? 		
	<ul style="list-style-type: none"> • Do I anticipate questions or topics about which I may be asked to speak during meetings? 		
	<ul style="list-style-type: none"> • Did I schedule enough time to research and develop my presentation? 		
	<ul style="list-style-type: none"> • Did I control my anxiety prior to and during my presentation? 		
	<ul style="list-style-type: none"> • Am I a good listener? 		
	Subtotal:		
	TOTAL: Perfect score is 160		

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