
Assessment 12-1**Self-Assessment**

Instructions: Circle the number on the scale to indicate how often the statement is true. The scale is structured from 5 = Always to 1 = Never.

| | ALWAYS | | | | | NEVER | | | | |
|---|--------|---|---|---|---|-------|--|--|--|--|
| 1. I enjoy making presentations and look for opportunities to do so. | 5 | 4 | 3 | 2 | 1 | | | | | |
| 2. My presentations are well organized and clear. | 5 | 4 | 3 | 2 | 1 | | | | | |
| 3. I can state the purpose of my presentation in a single sentence. | 5 | 4 | 3 | 2 | 1 | | | | | |
| 4. I rehearse my presentations repeatedly before delivering them to a group. | 5 | 4 | 3 | 2 | 1 | | | | | |
| 5. I am comfortable using various forms of visual aids during my presentations. | 5 | 4 | 3 | 2 | 1 | | | | | |
| 6. I use gestures effectively and comfortably when delivering presentations. | 5 | 4 | 3 | 2 | 1 | | | | | |
| 7. I anticipate potential questions and practice for Q&A sessions. | 5 | 4 | 3 | 2 | 1 | | | | | |
| 8. I am comfortable and clear when giving impromptu presentations. | 5 | 4 | 3 | 2 | 1 | | | | | |
| 9. I maintain a speaker's file of quotations, stories, statistics, and humor to use in presentations. | 5 | 4 | 3 | 2 | 1 | | | | | |
| 10. I ask audience members to evaluate me when I make presentations. | 5 | 4 | 3 | 2 | 1 | | | | | |

Assessment 12-2**Program Evaluation**

Name (optional): _____ Company: _____

Course: _____ Instructor: _____

Date: _____ Time: _____

Instructions: Answer the questions below. For questions 1 through 10, circle the appropriate number, using the following scale:

1 = DEFINITELY NO 2 = NO 3 = NOT SURE / NOT APPLICABLE 4 = YES 5 = DEFINITELY YES

- | | | | | | |
|---|---|---|---|---|---|
| 1. Did you enjoy this workshop? | 5 | 4 | 3 | 2 | 1 |
| 2. Did you obtain the information that you needed? | 5 | 4 | 3 | 2 | 1 |
| 3. Will the handouts be valuable as job aids? | 5 | 4 | 3 | 2 | 1 |
| 4. Do you feel that the information from this workshop will help improve your presentation skills? | 5 | 4 | 3 | 2 | 1 |
| 5. Would you like to attend an advanced course on this topic? | 5 | 4 | 3 | 2 | 1 |
| 6. Did the instructor know the subject matter? | 5 | 4 | 3 | 2 | 1 |
| 7. Was the pacing of the class comfortable for you? | 5 | 4 | 3 | 2 | 1 |
| 8. Were questions answered completely and clearly? | 5 | 4 | 3 | 2 | 1 |
| 9. Did the instructor's style of presenting keep your attention and interest in the subject matter? | 5 | 4 | 3 | 2 | 1 |
| 10. Would you recommend this program to others? | 5 | 4 | 3 | 2 | 1 |

11. What would you have liked more of in this program?

12. What would you have liked less of in this program?

13. What is one thing you learned in this program that you will be able to put into practice in the workplace?

Assessment 12-3

Learning Styles

Instructions: To answer the following questions, put a checkmark in the column that represents your preference. Add up your checkmarks in each column and total below.

| | Daydream | Hum along | Move with the music, tap your foot, dance |
|--|---|--|--|
| 1. Which of these do you do when you listen to music? | | Hum along | Move with the music, tap your foot, dance |
| 2. When you work at solving a problem, which of these things do you do? | Make a list, organize the steps, and check them off as they're done | Call or visit with friends or experts to get ideas | Make a model of the problem or walk through all the steps in your mind |
| 3. To learn how a computer works, which of these things would you rather do? | Watch a video | Listen to someone explaining it | Take the computer apart and try to figure it out for yourself |
| 4. Which are you most likely to remember? | Faces but not names | Names but not faces | Events but not details |
| 5. How do you communicate? | Talk quickly, but rarely at length | Enjoy listening, but sometimes can't wait to talk | Find it difficult to listen well; gesture as you speak |
| 6. When you see the word <i>dog</i> , what do you do first? | Picture a particular dog | Say the word <i>dog</i> to yourself | Sense the feeling of petting or playing with a dog |
| 7. When you tell a story, which of these would you rather do? | Write it | Tell it out loud | Act it out |
| 8. When you're trying to work, which of these are most distracting for you? | Visual distractions | Noises | Other sensations like hunger, tight shoes, or worry |
| 9. When you're trying to learn a new process, which do you prefer? | Reading or watching a demonstration | Listening to a lecture and explanation | Practicing with a hands-on exercise |

continued on next page

Assessment 12-3, continued

Learning Styles

| | Write it out to see if it looks right | Sound it out | Write it out to see if it feels right |
|--|---------------------------------------|--|---|
| 10. When you aren't sure how to spell a word, which of these are you most likely to do? | | | |
| 11. Which of these phrases are you more likely to use? | I see what you mean | That sounds right to me | I get the idea |
| 12. Which way do you prefer to conduct meetings? | Face to face | By telephone | In working sessions |
| 13. For recreation, which of these do you prefer? | Watching television | Listening to music | Doing hobbies and crafts |
| | Column total: _____ Visual | Column total: _____ Auditory | Column total: _____ Kinesthetic |

Assessment 12-4**Presenter Evaluation**

Name of presenter _____ Date _____

Name of evaluator _____

Instructions: As the presenter performs each of the following actions, place a checkmark in the corresponding box. Make additional notes on areas in which the presenter excels and describe any ideas for areas of development.

PRESENTATION DESIGN

- Gave an introduction that gained attention
- Stated purpose
- Used S-E-T Formula
- Closed presentation effectively

PRESENTATION CONTENT

- Used simple sentences
- Presented information in logical order
- Used appropriate vocabulary
- Used examples or personal experiences

PRESENTER'S CONNECTION WITH AUDIENCE

- Maintained good eye contact
- Addressed audience needs
- Gave verbal reinforcement
- Involved the audience
- Looked for nonverbal clues

PRESENTER'S DELIVERY

- Used a good speed of delivery
- Varied the vocal tone
- Spoke clearly and at appropriate volume
- Exhibited enthusiasm
- Used notes effectively
- Avoided filler words (*uh, um, OK*)

PRESENTER'S BODY LANGUAGE

- Maintained a relaxed posture
- Used appropriate gestures
- Used facial expressions that supported the message

PRESENTER'S USE OF AUDIOVISUAL AIDS

- Used appropriate audiovisuals
- Talked to audience, not to the equipment
- Used audiovisuals that were attractive and easy to read

I liked the following:

I suggest the following:
