

Presentation Skills Survey

In order to develop a workshop tailored to your needs, please respond to the following questions and return your survey to X.

Your name _____

Select the statement, which is most like you:

1. Overall, how would you describe your experience level in giving presentations?

- 1 Low/Little experience in giving presentations 2 Moderate—I've given presentations and have been effective 3 High—I do it quite a bit!

2. How would you rate your awareness of the importance of body language and voice?

- 1 Low understanding 2 Moderate—I'm aware it has an impact 3 Experienced—I have learned the specifics of how to control both

3. How comfortable are you with selecting an appropriate mix of media for a presentation?

- 1 Not very 2 Moderately—I try to use a few when I can 3 Experienced—I routinely use a broad variety effectively

4. How would you assess your skills at making effective handouts for your audience?

- 1 Low—I'm not sure what makes a good handout 2 Moderate—I have some guidelines for selecting handouts 3 Experienced—I have learned the rules of what makes a good handout

5. How would you assess your skills at making effective overheads/slides?

- 1 Low—I'm not sure what makes a good overhead or slide 2 Moderate—I have some guidelines for my overheads 3 Experienced—I have learned the rules of what makes a good overhead/slide

6. How would you rate your skills for effectively arranging equipment and people within a room?

- 1 Low—I'm never sure what to select 2 Moderate—I have a few setups I prefer 3 Experienced—I have several kinds of setups I alternate between

7. How easy or hard do you find it to organize your material in a logical way?

- 1 Hard—there is so much to say...where do I start? 2 Somewhat hard—but I usually end up well 3 Fairly Easy—I have some tools to help me organize my class

8. How effective are you at managing time within your presentation?

- 1 "I have time restraints?????" 2 I find it hard to juggle time demands with everything else 3 It's a struggle, but I do it well

9. How much do you rely on notes during a presentation?

- 1 A lot—I have to refer to them 2 I have very detailed notes/outline to keep me on track 3 I routinely use an outline and refer to it infrequently

10. How comfortable are you at encouraging and answering questions from participants?