

Presentation Self-Analysis Questionnaire

Before the Presentation

- Have you run through the presentation several times aloud and timed it?
- Have you practised with cue cards, props and visual aids?
- Did you remember to use breathing to help you relax and focus?
- Did you warm up physically
- Were you in a positive frame of mind?
- Did you allow enough time to walk around the presentation space before the audience arrived?

Structure:

- **Opening**
 - Did you take your time and establish eye contact with your audience?
 - Did you adopt a confident and purposeful stance?
 - Did you get the audience's attention from the beginning?
 - Did you clearly state the purpose of your presentation?
- **Middle**
 - Was there a clear pattern of organisation in your structure?
 - Did you tie up your key points to your key message?
 - Did you use enough spices to engage your audience and support your information?
 - Did you meet your audience's needs?
- **Conclusion**
 - Did you rephrase the key points and key message?
 - Was there an action step?

Questions:

- Did you handle difficult questions appropriately?

