

Presentation skills



Self-audit

How good are your presentation skills?

You may be planning your first or seventh presentation. In either case, you might like to use this audit to identify your present level of skills and choose priorities for development for your next presentation.

Decide whether your confidence is: **High, Medium, Low** (*circle choice*).

As a presenter, how confident are you in:

- Using your voice? (controlling speed, pauses, pitch and volume)
High Medium Low
- Using body language? (controlling gestures, facial expression and movement, using eye contact to ensure all the audience feels included)
High Medium Low
- Pacing your talk? (getting speed/detail/length right)
High Medium Low
- Answering questions?
High Medium Low

Other ideas, reflections and action points: