

NAME:

## SELF EVALUATION

Evaluation of a presenter who can be seen,  
and who has accompanying "slides"  
(such as in a PowerPoint lecture or seminar).

Speaker ID #

Date:

PERSONALITY		
General Description	Challenge	Opportunity
<b>1. Caring</b> Is viewed by the audience as genuine and sincere	<input type="checkbox"/> Is sarcastic; has an "attitude" <input type="checkbox"/> Finds fault <input type="checkbox"/> Makes negative comments	<input type="checkbox"/> Is encouraging <input type="checkbox"/> Gives positive reinforcement
<b>2. Empathy</b> Sees and understands from the perspective of the audience	<input type="checkbox"/> Does not share any personal experiences	<input type="checkbox"/> Recalls experiences that match audience's current feelings
<b>3. Happiness</b> Evidently enjoys giving the presentation	<input type="checkbox"/> Shows anger or disappointment	<input type="checkbox"/> Smiles <input type="checkbox"/> Incorporates humor
<b>4. Energy</b> Demonstrates a liveliness in sharing knowledge	<input type="checkbox"/> Looks "too" serious <input type="checkbox"/> Looks tired	<input type="checkbox"/> Keeps audiences engaged, awake and attentive
<b>5. Passion</b> Believes in what he/she is presenting	<input type="checkbox"/> Apologizes for the presentation or topic	<input type="checkbox"/> Enjoys the topic
<b>6. Motivation</b> Instills a sense of enthusiasm	<input type="checkbox"/> Creates boredom	<input type="checkbox"/> Generates a positive reaction
<b>7. Expertise</b> Logically explains or simplifies the materials	<input type="checkbox"/> Does not try to simplify complex topics (is "too" knowledgeable)	<input type="checkbox"/> The presentation can be followed by a non-expert <input type="checkbox"/> Knows the audience
<b>8. Inspiration</b> Audience feels encouraged to incorporate learned concepts	---	<input type="checkbox"/> The audience responds with good comments and positive feedback
<b>9. Self-Confidence</b> Appears prepared and in control of presentation or discussion, regardless of the audience size, level of expertise, or rank	<input type="checkbox"/> Visibly expresses nervousness <input type="checkbox"/> Intimidated by the audience	<input type="checkbox"/> Comfortable with the act of presenting
<b>10. Approachable</b> Appears friendly and receptive to comments and interaction	<input type="checkbox"/> Interrupts audience interaction	<input type="checkbox"/> Encourages audience participation and comments <input type="checkbox"/> Audience feels they can ask any question
<b>11. Personal Appearance</b> Looks and behaves professionally	<input type="checkbox"/> Appearance is distracting <input type="checkbox"/> Uses inappropriate language or humor	<input type="checkbox"/> Dresses appropriately

**SELF EVALUATION**

Speaker ID #

Date:

PROCESS		
General Description	Challenge	Opportunity
<b>12. Content Organization</b> Applies concepts using real-world situations to simplify content	<input type="checkbox"/> Makes abstract references <input type="checkbox"/> Content and related visual elements are disorganized	<input type="checkbox"/> Breaks up the topic into a few subsets or sections <input type="checkbox"/> Incorporates concrete examples
<b>13. Content Development</b> Develops a concise and clear message	<input type="checkbox"/> Tries to cover too much material in the given time	<input type="checkbox"/> Uses stories or analogies to enhance content
<b>14. Content Design</b> Creates support visuals that enhance the message without detracting from the delivery	<input type="checkbox"/> Has cluttered or busy slides <input type="checkbox"/> Uses moving or animated text lines <input type="checkbox"/> Does excessive animation of objects <input type="checkbox"/> Has bullets that are full sentences or that wrap to multiple lines	<input type="checkbox"/> Has content that is readable from a distance <input type="checkbox"/> Uses dark backgrounds, with lighter text and images <input type="checkbox"/> Supports main points with an appropriate visual <input type="checkbox"/> Creates proper contrast among visual elements
<b>15. Additional Sense Stimulation</b> Appeals to multiple senses at the same time (using multimedia, interactive activities, etc.)	<input type="checkbox"/> Has inaudible or unclear sound <input type="checkbox"/> Projects a poor visual display that is difficult to see	<input type="checkbox"/> Uses additional or enhanced sense stimulation
<b>16. Environment</b> Creates favorable conditions for presenting content	----	<input type="checkbox"/> Organizes the room for optimal viewing and comfort

**SELF EVALUATION**

Speaker ID #

Date:

**PERFORMANCE**

General Description	Challenge	Opportunity
<p><b>17. Body Language Style</b> Uses physical movements and gestures to support the presentation</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wanders or moves around too much</li> <li><input type="checkbox"/> Body is unusually still or rarely moves</li> <li><input type="checkbox"/> Turns body away from the audience</li> <li><input type="checkbox"/> Crosses body with either arm</li> <li><input type="checkbox"/> Puts hands together while speaking</li> <li><input type="checkbox"/> Uses excessive or meaningless gestures</li> <li><input type="checkbox"/> Blocks audience's view of screen</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Takes a relaxed stance</li> <li><input type="checkbox"/> Presents from the reading-anchor side (left side, if in English)</li> <li><input type="checkbox"/> Stands at an angle (45-degrees)</li> <li><input type="checkbox"/> Keeps hands at sides when not gesturing</li> <li><input type="checkbox"/> Keeps hands visible at all times</li> <li><input type="checkbox"/> Makes eye contact with the audience</li> </ul>
<p><b>18. Speaking Style</b> Can be easily heard and understood while using proper inflection and tone when speaking</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Speaks too quickly</li> <li><input type="checkbox"/> Uses a flat or soft tone of voice</li> <li><input type="checkbox"/> Narrates or reads the slides</li> <li><input type="checkbox"/> Uses filler words (such as: umm, err, okay, right, etc.)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Voice is audible (uses microphone where appropriate)</li> <li><input type="checkbox"/> Uses pauses and silence</li> <li><input type="checkbox"/> Smooth and natural verbal transitions between slides</li> </ul>
<p><b>19. Technology</b> Demonstrates familiarity with all equipment and other technical elements (such as multimedia)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not handle technology glitches well</li> <li><input type="checkbox"/> Walks into the projector's light</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Interacts easily with technology</li> <li><input type="checkbox"/> Uses a remote control to advance slides</li> </ul>
<p><b>20. Focus</b> Generates recurring references to major points</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Digresses or drifts from the topic</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Focuses on limited learning objectives</li> </ul>
<p><b>21. Interaction</b> Establishes a connection with the audience through questions, comments and other participation</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not extend arms or hold gestures open to initiate interaction</li> <li><input type="checkbox"/> Does not welcome comments or questions</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reaches out (opens hands) to the audience</li> <li><input type="checkbox"/> Repeats the question or the comment as a part of the response</li> <li><input type="checkbox"/> Uses "open-ended" questions</li> <li><input type="checkbox"/> Intentionally asks simple questions</li> </ul>