

SELF-ASSESSMENT: PRESENTATION SKILLS

Rate yourself on each statement:

- In need of improvement
- My skills are emerging
- I'm meeting the standards
- I'm exceeding the expectations

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Category	In need of improvement	My skills are emerging	I'm meeting the standards	I'm exceeding the expectations
Clarity & Structure	My presentations lack clear structure and are difficult to follow	I sometimes organize my ideas but may lose focus	I present ideas clearly and in a logical order	I structure my presentation in a highly engaging and logical way
Delivery (Voice & Body Language)	I speak unclearly or too quietly; I show little awareness of body language	I sometimes use clear speech and body language, but not consistently	I speak clearly, vary my tone, and use appropriate body language	I deliver with confidence, clear tone, engaging pace, and strong body language
Audience Engagement	I rarely make eye contact or involve the audience	I sometimes connect with the audience, but not consistently	I maintain eye contact and occasionally involve the audience	I actively engage the audience and adapt to their reactions
Confidence & Presence	I appear very nervous and struggle to deliver my message	I sometimes show confidence, but nerves often affect my delivery	I usually appear confident and deliver my message effectively	I project confidence and presence, inspiring trust and attention
Use of Visuals & Media	I rarely use visuals or use them in a distracting way	I sometimes use visuals, though not always effectively	I use visuals and media effectively to support my message	I design and use visuals creatively to enhance audience understanding



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Reflective questions

1. What do I do well when giving presentations that helps my audience follow my message?
2. What aspects of my presentation style make it harder for the audience to stay engaged?
3. What one change would most improve my confidence and effectiveness in presentations?

Guidelines for action

1. Identify Strengths and Growth Areas
 - Highlight one area where you already present effectively.
 - Highlight one area where you see the most room for improvement.
2. Set a SMART Goal
 - Example: "I will practice my presentation twice out loud before delivery to improve clarity and confidence."
3. Choose an Action Step
 - Select one skill to improve immediately (e.g., eye contact, pacing, practicing with visuals).
4. Monitor Your Progress
 - After each presentation, reflect on what went well and what you can improve.
5. Seek Feedback
 - Ask a peer, teacher, or mentor for feedback on your delivery and audience engagement.
6. Review and Reassess
 - After 6–8 weeks, retake the self-assessment.
 - Reflect on progress and set a new presentation goal.

