

Speakers Assessment Instrument

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Use this checklist as a guide for assessing yourself and others. When observing others, circle key elements on the checklist and add comments below in the suggestions area. List areas that the speaker(s) did well and areas that need improvement:

- Objectives clearly stated
- Logical and organized flow
- Good eye contact
- Kept eyes on person or section until the point was finished
- Connected with audience
- Uses their own style effectively
- Good appearance
- Good visual aids
- Pleasant and varied voice
- Appropriate gestures
- Use of examples, stories, analogies
- Smiles appropriately
- Starts on time, ends on time
- Genuine
- Enough “how to”
- Appropriate “so what”
- Sincerity
- Talk is conversational
- Leans forward to make a point
- Uses silence as impact
- Appropriate energy and enthusiasm
- Gets initial rapport with listeners
- Body language is not distracting
- Appropriate humor
- Proper preparation
- Used attention getting opening
- Avoids jargon
- Explains technical terms
- Avoided nervous gestures/posture
- Avoided staring at one section or person
- Spoke loud enough
- Varied pace of speaking
- Avoided pause fillers (um, er, uh, right? Ok?)
- Spoke clearly
- Presented memorable conclusion
- Handled notes unobtrusively
- Offered adequate substantiating arguments, statistics, examples, and so on to support the main theme
- Speaker involves emotionally and not only intellectually
- Told them what your going to tell them, told them again and then told them what your told them
- Answered questions appropriately
- Was everything planned? (temperature, lighting, equipment, visuals, backup materials, external noises, etc.)
- Used proper facial expressions
- Created a picture in the minds of the participants

Comments/Suggestions/Directions:
