

Exercise (16)

Use a video camera to record a dress rehearsal of your presentation then use this questionnaire to evaluate your delivery:

1. Grooming:

- Were my clothes appropriate for the audience I'll be addressing?
- Was there anything in my appearance that was distracting?
- Did I fidget with clothing, jewelry, eye-glasses, etc.?

2. Posture:

- Was I standing straight?
- Was I comfortable?
- Was I opened out toward the camera, or was my face obscured at times?

3. Eye Contact:

- Did I connect with the camera?
- If I'd been in the audience, would I have felt connected to the speaker?
- Was I heavily dependent on my notes, or free to gaze into the camera?

4. Gestures and Motion:

- Did I use my hands effectively?
- Did my gestures become a distraction?
- Did I move my body, or stand like a frozen statue?

5. Voice:

- How well did I project my voice?
- Did I speak clearly?
- Did I enunciate my words well, or did I tend to slur at times?