Self-evaluation of Introductory Presentation

# Writing the Self-assessment Memo

Now you are ready to write your memo. Evaluate the overall impact you experienced from watching your video, as well as the feedback from your friends. Of greatest importance, examine your skills in the light of your own ideas about your presentation skills and your sense of what kind of business person you would like to be.

Based on all of these perspectives, identify what you now believe to be your major strengths as a speaker and your biggest opportunities to improve.

1. **Set goals for improvement**, supporting your objectives with observations of your performance (aspects that you felt to be weaknesses), and suggest some specific strategies by which you might try to reach your goals.
2. **Evaluate your skills** against the assessment criteria (refer to the *Rubrics for Spoken Communication*, available on the Main Course Site). Your memo should neither exaggerate your abilities nor critique them unrealistically.
3. Take a step back and **think about your preparation** for this presentation. Did your approach or procedures negatively influence your performance? Would different preparation methods help you speak more effectively? How can you modify your process for preparing such presentations in future?

Include all of these in your self-evaluation memo. Although you should briefly describe the methods you used in assessing your video (e.g., getting two friends to view your video with you), do not go into detail about such matters. Focus on your performance and what conclusions you have drawn from it.

**Non-Verbal Aspects**

* Posture
  + Body was firmly rooted to the ground, could have made better use of the space around me to connect with my audience on the left.
* Gestures
  + There were some variations of hand gestures, but many were quite repetitive, I was doing open and close too often. Good use of open body language.
* Body movement
  + Not much moving of the body
  + I was adjusting my mask after every sentence, portrayed significant nervousness
  + Weird action of scratching my hair right after the presentation ended, projected the image that I was not confident, hesitant and nervous.
* Facial expressions
  + Unable to see much of my facial expression due to the mask covering the face. At one point in time, I could tell that I was very nervous as I had forgotten my lines. My eyes rolled backwards to think about what I had to say
* Eye contact
  + Some use of meaningful eye contact with the audience.
  + Audience appeared to be engaged with what I had to say

**Verbal Aspects**

* A few grammatical slips and sentence structure problem
* Doesn’t portray enthusiasm
* Too little tone variation, sounds monotone
* When I did an open invite to the audience to come speak to me, it doesn’t come as genuine
* Too many filler words, “erm”, “yeah”, “so”, “actually”. I had an “erm” in almost every sentence. Need to learn how to stop replacing my pauses with filler words.
* Volume was appropriate
* Felt that the speed was a little too slow for my liking
* Did not sound competent, in fact, I sounded unsure

**Message**

* Message conveyed warmth and competence, however, there might be a little too much warmth.
* Message did try to convey ethos as I brought up about my previous internship experiences. However, I could have delved more into what I did specifically to sound more professional.
* Not much focus on establishing credibility, there was more of trying to establish a connection with the audience

**Set goals for improvement**

* Record myself presenting during preparation
* Spend more time rehearsing through my points. I did not prepare sufficiently as I only did up the presentation the day before the actual presentation thus I was unfamiliar with what I had to say
* Practice in front of the mirror or with friends