

Military Briefing Evaluation Sheet

Candidate:
Roster Number:
Date:
Subject:

1. Introduction

a. Greeting

- 1.) Address the senior member of the audience _____
- 2.) Introduce yourself _____
- 3.) Identify your organization _____
- 4.) Identify briefing type (Lesson Learned) _____

b. Motivator

- 5.) Gain the audience attention _____
- 6.) Explain why this subject is important _____
- 7.) Orient you to terrain, screen, visual, etc. _____

c. Instructional Lead-In

- 8.) Explains how training will be conducted, tested, and how it translates to the missions that are specific to audience _____
- 9.) Purpose of the brief is clear and understandable _____

2. Main Body

a. Main Body

10. Breaks down information to manageable/ comprehensive portions _____
- 11.) Use logical sequence and smooth transitions between changes in subject matter _____
- 12.) Checks for understanding and interacts with audience _____
- 13.) Proper use of 4 step Battle Analysis _____
 - a. •**Step 1:** Define the Subject.
 - b. •**Step 2:** Review the Setting (Set the Stage).
 - c. •**Step 3:** Describe the Action.
 - d. •**Step 4:** Assess the Significance. Lessons learned.

b. Mannerisms (Verbal and Non-Verbal Techniques)

- 14.) Volume (Projects/ Monotone) _____
- 15.) Rate (Choppy/ Slow) _____
- 16.) Appearance appropriate _____
- 17.) Delivery Confidence (Displays rehearsal and SME) _____
- 18.) Eye Contact (looking up from page or reading slides) _____
- 19.) Crutch Words _____
- 20.) Transitions _____
- 21.) Confident _____

3. Conclusion

a. Summary

- 22.) Reiterates key points of the brief _____
- 23.) Check on Learning _____
- 24.) Use a natural conclusion _____

b. Proper Time

- 25.) 5-8 Minutes _____

TOTAL SCORE _____ / 25

Comments: _____

Candidate Signature:
Evaluator Signature:

