

## Speaker Assessment Handout

(Section 4, Lecture 12)

The first step in the process of learning a new skillset is to find awareness. In order to develop awareness of ways in which you currently undercut yourself, we're going to conduct a short assessment.

Here are your instructions:

1. Video yourself presenting for up to three minutes.
2. Watch your video three times.

The first time you watch your video you'll be watching for general takeaways. For this viewing imagine that the speaker you're watching is not you to gain a level of objectivity. Then answer the questions below.

The second time you watch your video turn off the sound and watch your video to see what your body language communicates. Then answer the questions below.

The third time you watch your video close your eyes and just listen to what your voice communicates. Then answer the questions below.

## Questions

What did you do well?

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What are the main areas that you would like to work on?

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What values do you feel you exude as you present?

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What values would you like to exude as you present?

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## 1st Viewing:

1. Does it look like you are enjoying yourself? What are you doing with your body and/or voice that communicates that you are/ not enjoying yourself?

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2. How relaxed do you look? What are you doing with your body and/or voice that communicates that you are/not relaxed?

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3. How deeply are you breathing? What are you doing with your body and/ or voice that communicates that you are/ not breathing deeply?

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## 2nd Viewing:

1. Generally, what messages are the sum total of your body language communicating?

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2. Are you standing up straight? Do you have a tendency to lean forward or back or stay in your center?

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3. Are you shifting from side to side with your hips? Are your feet planted or moving?

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4. Is your chin raised or dropped, is your head cocked to one side or the other, or do you speak with your head at an angle?

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5. Are you making eye contact as you speak? Is your eye contact fixed to one spot, narrow, or do you take in the whole room?

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6. Do you hold your eye contact for 3-5 seconds or do you sprinkler the room with your gaze?

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7. Are you gesturing as soon as you begin speaking? What do your gestures communicate?

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8. Would you consider yourself to take up a little or a lot of space as you gesture?

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9. Are your gestures upward moving with open palms? Do you have a habitual gesture?

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10. Are you doing anything with your body that is distracting a viewer from your message?

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11. Do you take a moment before you begin speaking to become present? Does your beginning feel rushed or nervous?

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12. Do you react to what you're seeing in the room throughout your presentation?

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### *3rd Viewing:*

13. Generally what does the pitch, rhythm, and sound of your voice communicate to you?

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14. Can you hear that you're nervous? How? Can you hear yourself taking deep breaths or short shallow breaths?

15. Does your voice sound thin or resonant?

16. Would you consider your volume quiet, medium, or loud?

17. Is the pitch of your voice low, medium, or high?

18. Do you vary your pitch as you speak?

19. Do your ideas sound connected or disconnected? Do you break up your thoughts with a quick breath?

20. Are you speaking in full and complete sentences or run-on sentences?

21. Do your sentences go up in pitch at the end or down? Does your pitch match the intention of your sentence?

22. Does your jaw seem relaxed or tense as you speak? Would you characterize the opening of your mouth as you speak as small or big?

23. Does your voice sound muffled, slurred, or articulate?

24. Does your face seem tight or expressive as you speak?

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25. Would you characterize the sound of your voice as warm and fuzzy, severe and direct, or a mixture of both?

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Based on the answers to the questions above, on a scale of 1-5 how much do you need to focus on building the following skills?  
(1 being not at all 5 being extremely)

Staying in my center and planting my feet	1	2	3	4	5
Mastering authentic, impactful eye contact	1	2	3	4	5
Taking up more space by gesturing effectively	1	2	3	4	5
Increasing presence by pausing before speaking	1	2	3	4	5
Decreasing anxiety with breath	1	2	3	4	5
Speaking fluidly and concisely	1	2	3	4	5
Ending sentences to communicate clearly	1	2	3	4	5
Increasing articulation and expression	1	2	3	4	5

The above categories match the titles of the following videos. You now have a sense as to which videos are most necessary for you to watch (and repeat) so that you can practice and fully integrate the skills. All videos will have something to offer to you but these lessons will be your priority.