



SpeechCamp
PRESENTATION SKILLS TRAINING

PUBLIC SPEAKING SKILLS SELF ASSESSMENT WORKBOOK



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How do you rate your public speaking skills?

Have you set any goals for developing them?

Would you like some help?

The purpose of this workbook is to help you to discover what your current speaking levels are, what level you would like to be, and make plans to help you achieve your goals. Simply print out this document, grab a pen, and within 15 minutes you will be able to assess your overall skill levels, desires, and set clear goals for the future!

How do you measure your overall skill level?



Weight Watchers is a famous international organisation dedicated to helping customers lose weight. If you attend a Weight Watchers group you will know you are making progress quite easily. Every week you step on weighing scales and note your weight. If your weight decreases over time, you know you are making progress.

Your weighing scale for presentation skills is Speechcamp's **TAG** Public Speaking Skills Scoring System. This scale is the result of years of work in the field with some of the best world champions of public speaking. Let's take you through TAG system...

One of the most important first steps on the road to mastery is to understand where you are now and where you want to be. Only then can you forge the path between the two. With the TAG Scoring System we have identified a suite of public speaking sub-skills and activities, all measurable. In total, we have 10 categories spread over 3 sections. The TAG system also allows you to rate yourself twice - firstly as you are now (in the left column), and then as you would like to be (in the right column).

What does TAG stand for?

T stands for TALENTS – in order words, those skills that you bring with you from the past into the present. They include self-confidence, writing skills, body language, vocal tonality, and off-the-cuff skills.

A stands for ACTIVITIES – those actions you are doing right now to enhance your public speaking skills. How often do you speak? How much coaching and/or mentoring are you engaging in? Finally, how many books, manuals, and courses do you own on public speaking and/or personal development?



G stands for GOALS – what you are planning for the future! We will get to those soon.

In short, TAG covers past, present and future.

In all, there are 10 categories (covering the 3 sections) in which to rate yourself. In each area, you can score between 1 and 10 points. In total, you can score a potential 100 points. Because you will be scoring yourself we ask you to follow these guidelines:

- 1) Don't be too hard or easy on yourself – be as objective as you can.
- 2) Trust the first number that comes into your mind for each category.
- 3) Nobody is perfect! No-one is irredeemably bad! If you scored yourself 100 or 10, try again.

Before you proceed to the next page, have a look at the descriptions below for each category. Make sure you understand how to mark them accurately. By the way, if you have any trouble, feel free to contact us at info@speechcamp.ie.

Self-Confidence defines your overall level of confidence as a speaker. If you suffer from a lot of fear you might be tempted to mark yourself low, but understand that even the most successful speakers feel fear. If you suffer from nerves but you still pluck up enough courage to present, you should mark yourself at least 5. On the other hand, if you actively avoid opportunities to speak, make excuses, etc. then you can mark yourself lower for now. Finally, if the mere thought of speaking in front of an audience excites you (and the thought of missing a speaking gig irritates you) mark yourself 10.



Speech Writing: Part of being a great speaker is being able to write a good script. Can you structure a tight and effective speech? Do you use clear concise language that your audience understands? Are you able to create a script that flows smoothly and leads successfully to your overall message? If so, mark yourself high. On the other hand, if you avoid writing scripts because you'd rather wing it; if you have a tendency to waffle; if you repeat yourself or use filler words; if you regularly speak beyond your allotted time, mark yourself lower.

Vocal Tonality covers skills such as vocal projection, pace, vocal variety, elocution and diction, and the ability to pause at the right moment. Everyone has their own unique blend of tonality skills. Some people speak fast but with breath-taking clarity. Others speak slow and soft but well defined and passionate. The common-denominator is passion. You can hear passion a mile away. If this describes you, mark yourself highly. If you have some vocal quirks that you feel detract from your tonality, mark yourself a little lower. If you feel you have a monotonous disconnected voice that never does your material justice, mark yourself low for now, but do give yourself some points if people can understand at least some of what you are saying.





Body Language refers to everything visual and non-verbal about your speaking skills. Traits include posture, movement, eye contact, facial gestures, hand gestures, attire and use of visual aids. If you feel your overall posture and gesturing is smooth, mark yourself high. If you feel like your body language is too animated, not co-ordinated, or suppressed in some way, mark yourself lower. If you are not sure, record a short practice speech on video (use your smart phone) and watch it back.

Off-the-cuff speaking skills are very important because they determine how well you perform when you are off-script. Any time you handle a question and answer session (e.g. a job interview) or are required to speak without having any time to prepare, it is useful to be able to think on your feet. Many speakers find it tough, whereas others prefer to speak from their mind. The best speakers speak both prepared and unprepared with equal precision and fluidity.



Your **frequency of speaking** can help to enhance your overall skill levels because at the end of the day, practice makes perfect. At Speechcamp we teach you that there is no substitute for standing up and speaking. If you speak every other day (e.g. as a school teacher) mark yourself high. If you speak occasionally (e.g. monthly) mark yourself average. If you rarely speak, mark yourself lower. If you have never delivered a presentation, consider any time you spoke to a group in school, college or elsewhere. Have you ever attended a job interview? It all counts. A mark of 1 should not be chosen unless you've been in solitary confinement since birth.

Coaching and mentoring is essential to excel at any learned process. For example, it's very rare for someone to pass their driving test without having received at least one professional lesson. It is the same for public speaking. There are many skills involved in the public speaking process, and it's difficult to master them all without some occasional guidance. If you really want to stand out from the crowd it's important to seek help. If you have ever attended courses or groups related to public speaking, mark yourself high. If you have never sought help or advice from an expert, mark yourself low for now.

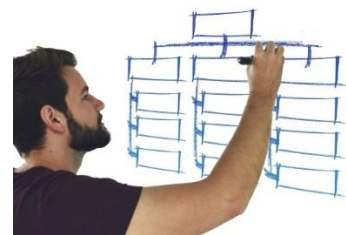




Studying the art covers a few areas, all of them underrated. They can also be highly indicative of good speaking skills. Studying the art firstly refers to how often you watch and study other speakers (e.g. on TED.COM, Vimeo, Youtube or anywhere else). Also, how many books, courses and/or workbooks directly or indirectly related to public speaking are sitting on your shelf, or in your Kindle? Studying the art also refers to how much personal development work you do that has any link with

communication skills (most things, these days). To cite one specific example, if you attend therapy for social anxiety and it's helping you, this will boost your communication skill levels. Remember, any personal work and/or study you engage in can help. It shows passion and potential.

Goal Planning is essential to defining and structuring a sure path to speaking success. Don't worry if you haven't made any plans yet. As least you are working through this worksheet, so please give yourself a few points for that alone. Furthermore, by the end of this document you will have written down ideas for the next few months. If not already, you will have 10 points very soon, so put 10 in the right column.



Your **desire for success** is *absolutely key* during every step on your journey. Have you ever tried to keep up an activity you are not motivated to do? It's damn near impossible, right? So, ask yourself, how much do you want this?

By the way, on the right-hand column, this category refers to how much you *want to want it*. This might sound strange, but right now you may not feel very motivated. That's okay! Don't be hard on yourself, and never ever call yourself lazy. It's important to avoid inner battles, and instead respect any resistance you may have to success. For now, ask yourself how motivated you would like to be. Answering this question will help, we promise.

Finally, please note that a total score of 100 is a complete fantasy. No-one is perfect, and everyone has their own highs and lows in each category. Professor Stephen Hawking, the famous scientist and author, is also a renowned public speaker. However, because he is confined to a wheelchair and he can only speak with the use of a computerised voice-box, his vocal tonality and body language skills will score low. Overall however, he is a rather amazing presenter. So please don't get too hung up on individual categories in the TAG score sheet. No single category alone determines who a good speaker is, or should be.

It's now time to turn the page and score your current and desired levels. On Page 8 we help you to translate your score into a defined level of speaking.

TAG SCORING SYSTEM

TAG WHERE YOU ARE NOW	TAG WHERE YOU WANT TO BE
<i>TALENTS</i>	<i>TALENTS</i>
Self-Confidence <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Self-Confidence <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
Speech Writing <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Speech Writing <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
Vocal Tonality <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Vocal Tonality <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
Body Language <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Body Language <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
Off-the-Cuff Speaking <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Off-the-Cuff Speaking <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
<i>ACTIVITY</i>	<i>ACTIVITY</i>
Frequency of Speaking <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Frequency of Speaking <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
Coaching / Mentoring <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Coaching / Mentoring <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
Studying the Art <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Studying the Art <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
<i>GOALS</i>	<i>GOALS</i>
Goal Planning <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Goal Planning <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
Desire for Success <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>	Desire for Success <div style="border: 1px solid black; padding: 2px; text-align: center;"> 1○ 2○ 3○ 4○ 5○ 6○ 7○ 8○ 9○ 10○ </div>
TAG TOTAL OUT OF 100 (CURRENT) <div style="border: 1px solid black; width: 150px; height: 30px; margin: 10px auto;"></div>	TAG TOTAL OUT OF 100 (DESIRED) <div style="border: 1px solid black; width: 150px; height: 30px; margin: 10px auto;"></div>

TAG SCORING SYSTEM EXPLAINED

The following is a TAG score guide for translating your score into real life. See if any descriptions resonate with you...

Professional Speaker (Score: 80-100)

Extensive Experience / Consistent Focus and Passion / Strong Motivational and Leadership Skills
You can teach, entertain, persuade, and inspire audiences of any size. You can speak professionally for a living. You are also comfortable in high-pressure and off-the-cuff situations.

Proficient Speaker (Score: 60-79)

Well Prepared & Practiced / Comfortable in Most Situations / Successful at Communicating Message
You can successfully present in regular public speaking scenarios, especially where you feel comfortable speaking (e.g. workplace, colleagues, friends)

Passable Speaker (Score: 35-59)

Has Some Experience / Various Skills Are Intact / A few Issues are Hampering Progress
You can present, but you have some areas that require development. If you want to move to a higher level this can be accomplished easily by developing lower scores.

Potential Speaker (Score: 10-34)

Desire to Learn / Ability to Focus / Willingness to Make Mistakes Along the Way
It's most likely that you have marked yourself too harshly, which indicates issues with self-image and self-esteem. In any case don't worry. Public speaking is a learned process. By completing the TAG system you have shown enough focus and potential to guarantee success with the right coaching.

Firstly, don't assume that you should be aiming for the level of professional speaker. A high level of proficiency is perfectly acceptable for most public speaking situations. If you find yourself satisfied with your skills levels, congratulations. Make sure to keep your skills fresh by practicing and speaking as often as possible. Never turn down the opportunity to speak!

Your next task will be to define and describe your public speaking goals. By doing this you can pave your path to success. Do this by filling out the questionnaire on the next page. This questionnaire can also help you to put a perspective on how your public speaking goals will fit into your larger life goals. If you have any trouble, on Page 10 we offer hints, tips and suggestions.



GOAL SETTING QUESTIONNAIRE

Q.1. What are your life goals for the next 10 years?

Q.2. How will presentation skills help you to achieve those goals?

Q.3. What are your strongest presentation skills right now?

Q.4. What are your biggest challenges in public speaking?

Q.5. What are 3-5 practical action steps you can do to develop your skills?

GOAL PLANNING - HINTS TIPS AND SUGGESTIONS



You will notice the 1st question on the previous page goes beyond public speaking. We ask you to consider your life goals for the next 10 years. The reason for this is to help you become conscious of what you want to put most of your focus and energy into. Life goals can be few or many, personal or professional, and they can change at a moment's notice. Have fun with this question, and don't be afraid to change your goals as you live your life.

This leads into the 2nd question, which asks how public speaking skills could help you achieve those goals. Initially, when most people begin to plan for the future, they don't tend to factor public speaking into the equation. Presentation skills come into play during job interviews, sales-related situations, phone conversations and much more. Even if your only life goal is to get married, you may be expected to deliver a speech at your wedding. Public speaking skills enhance all areas of life. It is important to understand where they may help you.



The 3rd question forces you to understand and focus on your strongest speaking skills. There are two advantages to this. First, when you focus on your strengths it gives you confidence. People tend to be their own harshest critic. This question can help you to break that tendency, even for a moment. Second, when you discover and acknowledge what you do well, it allows you to refocus on those areas that need development. If you're not sure what you do well, look back at your TAG score. The categories with higher scores will point you in the right direction. Here are some examples:

"I have strong vocal projection skills."

"I'm a good writer."

"I learn quickly; I'm a quick study."

"I love helping people with their issues."

"I'm good with Microsoft PowerPoint."

The 4th question is important, because it will help you to define your highest priorities if and when you decide to improve your public speaking skills.

The final question is the culmination of your journey through this workbook. What are 3-5 real-life practical tangible achievable actions that you can do to help improve your public speaking. There are many steps you can take. You can of course attend a formalised course delivered by a professional organisation dedicated to offering public speaking coaching. Make sure you choose a company that offers plenty of practice time. There are also many things you can do that cost nothing (or almost nothing). Here are a few suggestions to help you:

“Join a public speaking meet-up organisation, such as Toastmasters.”

“Ask a friend or colleague with excellent public speaking skills to mentor or advise you.”

“Video record all your practice performances, and if possible record your actual presentations.”

“Ask your audience for feedback. Ask for positives, negatives, and specifics.”

“Watch speeches online or offline that are similar to yours, and take notes for ideas.”

“Read books, blog articles and audio downloads hosted by professional presentation skills training organisations.”

“Never turn down another opportunity to speak!”



Finally, visit www.speechcamp.ie/free-stuff.html for a growing list of free articles and downloads. Speechcamp will always be here to help get you to the next level, and we wish you the very best of luck achieving your goals and dreams.

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