

Presentation Baseline and Review

Record the same presentation or segment on Day 1 and Day 30. For the thirty-day plan, use five to ten minutes and keep the conditions comparable. Circle a score and support it with evidence.

Presentation _____ Audience _____

Day 1 date _____ Day 30 date _____

Scale: 1 = inconsistent or unclear; 5 = reliable and audience-centered. Use 2–4 for intermediate performance. If visuals are not needed, mark N/A on both days.

Dimension	Day 1	Day 30	Evidence and notes
Audience result	1 2 3 4 5	1 2 3 4 5	
Structure and roadmap	1 2 3 4 5	1 2 3 4 5	
Memorability	1 2 3 4 5	1 2 3 4 5	
Opening and close	1 2 3 4 5	1 2 3 4 5	
Voice	1 2 3 4 5	1 2 3 4 5	
Visible confidence	1 2 3 4 5	1 2 3 4 5	
Use of visuals	1 2 3 4 5	1 2 3 4 5	
Listening and adaptation	1 2 3 4 5	1 2 3 4 5	
Ethical request and action	1 2 3 4 5	1 2 3 4 5	
Overall audience service	1 2 3 4 5	1 2 3 4 5	

Recording location or filename _____

Compare audience understanding and next steps as well as delivery. Scores guide attention; they do not replace judgment.

Request a presentation review and turn your observations into a focused practice plan.

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Turn the Review into Practice

Watch once as an audience member, listen once without watching, and watch once with the sound off.
Describe behavior rather than judging your personality.

What message and next step would an audience member take away

Three strengths to preserve

Three observable distractions or obstacles

Three priorities for this development cycle

One behavior to practice next and the evidence that will show improvement

Practice date _____ Next review date _____

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