CHAPTERS 1 AND 3 AND THE DEVELOPMENT PLAN

# Presentation Baseline & Review

Compare a first rehearsal with a later rehearsal or presentation. For the thirty-day plan, complete First Rehearsal after reviewing Day 15 and Final Review on Day 30. Name the recording or observation behind each score. For an early chapter exercise, review only the skills already covered.

Presentation _____ Audience _____

First Rehearsal date _____ Final Review date _____

Score each item from 1 to 5. Use 1 when it is unclear or rarely supports the message, 3 when it works in some parts, and 5 when it consistently supports the message. Use 2 or 4 for performance between those descriptions. Support each score with something you saw or heard. Use listener feedback where available. If you cannot assess an item, leave it unscored and note what feedback you need.

| What to review | First Rehearsal | Final Review | Examples / Notes |
|---|---|---|---|
| Clarity of the intended result | 1 2 3 4 5 | 1 2 3 4 5 | |
| Main points and supporting information | 1 2 3 4 5 | 1 2 3 4 5 | |
| Main message to remember | 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 | |
| Physical delivery | 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 | |
| Clear request and next step | 1 2 3 4 5 | 1 2 3 4 5 | |
| Usefulness to this audience | 1 2 3 4 5 | 1 2 3 4 5 | |

**Recording or observation used for each review**

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# Turn the Review into Practice

Watch without sound. Listen without watching. Then watch and listen together. Write down what you see and hear.

**What message and next step would an audience member take away**

**Three strengths to preserve**

**Habits that made the message harder to follow**

**Up to three things to practice next**

**One behavior I will practice and what I will look or listen for**

Practice date _____ Next review date _____