

ExecuProv

Death By PowerPoint

Confidential Questionnaire

The upcoming ExecuProv class is planned according to each participant's needs. Therefore, those areas covered with regard to presentation skills and overall communication techniques will be determined by your input. Please complete this questionnaire and return it to the address below as soon as possible. Thank you.

Name:

Address:

City: State: Zip:

Phone (W): Fax:

(H): Email:

Company/Organization Name:

Type of Business:

Job Title:

Job Description:

1) Please list the reason(s) why you wish to take the Power Point Class:

2) How often do you use PowerPoint in your presentation:

3) What type of reaction do you notice when people are watching your Power Point presentations:

- Bored and disinterested with your presentation. Vaguely interested in your presentation or portions of it.
 Tolerant but annoyed by your presentation. Very interested in your presentation.
 Easily distracted by things other than your presentation. Enthusiastically engaged throughout your presentation.

4) In terms of your interest in learning about how to do better Power Point presentations, which is more important to you: Content Delivery Both

5) On a scale of 1 to 10, how would you rate your abilities in terms of: Content Delivery

6) How familiar (computer savvy) are you with the mechanics of using Power Point:

Very computer savvy Moderately computer savvy Not computer savvy

7) Have you ever had any courses or training in advertising, public relations copy writing, advertising design, journalism, creative writing or other areas of study that relate to visual or written materials. If so, please explain:

8) What colors do you use in your Power Point show? Please list both the background and foreground colors:

9) Do you mainly use words on your slides? If so please indicate to what extent: Some

Many Few

10) Do you use pictures and graphics in your presentation? If so, to what extent: Some

Many Few

11) What would you like to change the most about your Power Point presentation:

12) How much time do you allow to prepare your Power Point presentation content:

How much time do you devote to rehearsing your Power Point presentation:

13) Describe the type of Power Point presentations you most enjoy:

14) Describe the type of Power Point shows you most dislike:

15) Please note any miscellaneous needs or areas you wish to have covered during the class?

- | | |
|----------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Nervous. | <input type="checkbox"/> Enjoying the experience. |
| <input type="checkbox"/> Uncomfortable. | <input type="checkbox"/> Afraid of equipment failure. |
| <input type="checkbox"/> Feeling a sense of dread. | <input type="checkbox"/> Concerned your audience won't like your show. |
| <input type="checkbox"/> In a hurry to get it over with. | <input type="checkbox"/> Absolutely loving every minute of it. |

16) How many Power Point presentations do you give in a month:

17) What do people say about your Power Point shows or what do you feel they think of them:

18) What do you want the most to get out of the Power Point class:

19) Please list any concerns or special areas of interest you wish covered during your Power Point workshop: