

# ExecuProv

## PRESENTATION SKILLS

### Confidential Questionnaire

Name:

Address:

City:  State:  Zip:

Phone (W):  Fax:

(H):  Email:

(C):

Company/Organization Name:

Type of Business:

Job Title:

Job Description:

All ExecuProv Workshops are conducted in a group setting, however, the needs of each participant is highly focused upon throughout the courses. To better help us determine what areas are most important to you in the Presentation/Speaking Skills Class, we request that you assist us by answering all of the following questions:

1) In terms of "speaking" and "performing," which of the following do you encounter in the course of your business activities?:

- |  |   |
|--|---|
| <input type="checkbox"/> Civic Organizations | <input type="checkbox"/> Seminars/Conferences/Conventions |
| <input type="checkbox"/> Media Interviews    | <input type="checkbox"/> Sales Presentations              |
| <input type="checkbox"/> Board Meetings      | <input type="checkbox"/> Contact with Subordinates        |
| <input type="checkbox"/> Other (explain)     | <input type="text"/>                                      |

2) Before a group, do you relate better on an (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Emotional Level | <input type="checkbox"/> Intellectual Level |
|--|---|

3) When you are before an audience, what do you consider your strong points to be?:

4) When you are before an audience, what do you consider your weak points to be?:

5) Before groups or during one-on-one situations in business, do you consider yourself to be a (check one):

- |   |   |
|---|---|
| <input type="checkbox"/> Dominant Personality | <input type="checkbox"/> Submissive Personality |
|---|---|

6) When you speak before a group, do you:

- |   |   |
|---|---|
| <input type="checkbox"/> Plan and write your speech | <input type="checkbox"/> Improvise completely       |
| <input type="checkbox"/> Improvise from notes       | <input type="checkbox"/> Other <input type="text"/> |

**7) During "speaking and performing" situations, do you lose your train of thought?:**

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> All the time | <input type="checkbox"/> Occasionally |
| <input type="checkbox"/> Frequently   | <input type="checkbox"/> Never        |

**8) During a speaking situation, are you easily distracted?:**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**9) Are you uncomfortable making eye contact with your audience (one or more persons)?:**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**10) Have you ever taken any courses to prepare you for public speaking?:**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, please list them:

**11) What physical changes take place when you encounter an audience?:**

- |  |  |
|--|--|
| <input type="checkbox"/> Sweaty palms          | <input type="checkbox"/> Butterflies in your stomach |
| <input type="checkbox"/> Increased respiration | <input type="checkbox"/> Increased heart rate        |
| <input type="checkbox"/> Other (explain)       | <input type="text"/>                                 |

**12) What emotional changes occur when you encounter an audience?:**

- |   |                               |
|---|-------------------------------|
| <input type="checkbox"/> Self-consciousness | <input type="checkbox"/> Fear |
| <input type="checkbox"/> Other (explain)    | <input type="text"/>          |

**13) When you find yourself in a situation where you must improvise, do you:**

- |  |   |
|--|---|
| <input type="checkbox"/> Feel panicky            | <input type="checkbox"/> Handle it smoothly and effectively |
| <input type="checkbox"/> Have your mind go blank |   |

**14) Of the following areas being covered in the class, which ones are the most important to you?:**

- |   |   |
|---|---|
| <input type="checkbox"/> Proper use of your voice                       | <input type="checkbox"/> Timing                         |
| <input type="checkbox"/> Concentration & tuning out distractions        | <input type="checkbox"/> The art of listening           |
| <input type="checkbox"/> Lessening inhibitions                          | <input type="checkbox"/> Communicating with an audience |
| <input type="checkbox"/> Generating and maintaining a high energy level | <input type="checkbox"/> Organizing speech content      |
| <input type="checkbox"/> Mental agility/spontaneity                     | <input type="checkbox"/> Body Language                  |
| <input type="checkbox"/> Learning to be more expressive                 |   |
| <input type="checkbox"/> Other  | <input type="text"/>                                    |

**15) Do you encounter a complete personality change when you are before a group?:**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**16) Have you ever had any training as an actor or actress?:**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Describe:

17) If you could be anyone in the world *other* than yourself, who would you be?:

Why?:

18) What is your reason for taking this course?:

19) What do you hope to achieve by taking this course?: