

Rock the Room: Powerful Presentation Skills

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1. Name: Date:

2. What topics are you comfortable presenting?

3. What do you enjoy about public speaking? What positive self-talk do you use, if any?

4. If you engage in negative self-talk about presenting, what do you say?

5. List one past presentation success you've had (winning a job or closing a deal, effectively persuading, teaching, using humor, good feedback, etc.):

6. List one past presentation mistake you've made that you'd like to avoid repeating:

7. Whose presentation skills do you admire? What do you like about their style?

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8. When is your next presentation, and what is your likely topic?

9. AUDIENCE ANALYSIS Q's

Answer each question to be and feel more prepared.

- ☐ What job titles, skills and demographics are represented in your audience?
- ☐ How much knowledge of your topic do they possess?
- ☐ What do you have in common with your audience?
- ☐ What is their attitude toward your topic?
- ☐ What constraints might you face with this audience, setting, or timing?
- ☐ What will they get from your presentation?
- ☐ How will you involve this audience, to gain participation?
- ☐ What methods to evaluate your presentation are available?

10. How will you make this presentation personal? What unique twist can you add?

Check out our Coach's Corner on public speaking:

[How do you make public speaking look so easy?](#)

*There are only 2 types of speakers in this world:
1. the nervous and 2. the liars.*

Mark Twain, writer, humorist, entrepreneur

