

5S ALIGNED PRESENTATION SKILLS SELF ASSESSMENT TOOL

The capacity to communicate professionally in oral forms is a key graduate attribute and a critical factor in employment decisions. This Self Assessment Tool is aligned with the 5S Model (Whetten & Cameron 2011) to enable you to develop your judgement in assessing your performance and determining areas to improve to boost your competency and professionalism.

	Always 5	4	Sometimes 3	2	Never 1
PRESENTATION STRATEGY					
I know where, when and why I am presenting.	5	4	3	2	1
I identify the characteristics and needs of my audience, why they are there and what they already know.	5	4	3	2	1
I think carefully about culture and diversity and ensure my content is inclusive, sensitive and non-discriminatory.	5	4	3	2	1
I prepare for my presentation by practising in front of an audience	5	4	3	2	1
PRESENTATION STRUCTURE					
My presentation has a clear and logical sequence with an introduction, body and conclusion and signposts to signal direction and build the narrative.	5	4	3	2	1
I have a strong introduction which includes background information for the audience, a hook to gain attention, and when appropriate an outline of my presentation and intended outcomes.	5	4	3	2	1
<i>I have a strong conclusion which summarises why the main points are important to the audience (the take home message), and what they should do (a call to action).</i>	5	4	3	2	1
PRESENTATION SUPPORT					
My presentation content is well researched and I use supporting evidence (e.g. statistics or quotes from academic and industry sources) to support my points and give credibility to my arguments.	5	4	3	2	1
I have provided references for my content in the text and in a references list.	5	4	3	2	1
I select visual aids which enhance the message and I practise using them	5	4	3	2	1
PRESENTATION STYLE (THE SLIDES)					
My slides are professional with a strong visual theme, clear font & easy-to-read.	5	4	3	2	1
My presentation content is well organised using appropriate headings and key points in my slides.	5	4	3	2	1
I minimise the use of bullet-points and only include legible pictures and diagrams that engage the audience and enhance message.	5	4	3	2	1
PRESENTATION STYLE (YOU)					
I tell the audience who I am and why I am here.	5	4	3	2	1
I use persuasive language to build a strong argument	5	4	3	2	1
I don't read or over-rely on notes	5	4	3	2	1
I engage my audience by keeping eye contact with them.	5	4	3	2	1
I vary the volume and tone of my voice to add interest and emphasis.	5	4	3	2	1
I maintain a measured pace and rhythm of speech and pause for emphasis.	5	4	3	2	1
My nonverbal behaviour, (body movement and gestures) is not distracting.	5	4	3	2	1
I adhere to the time limit.	5	4	3	2	1
PRESENTATION SUPPLEMENTS					
I am prepared for questions	5	4	3	2	1

EVALUATING YOUR FEEDBACK & TIPS FOR IMPROVEMENT

The tips below provide advice on ways to improve in key presentation areas, but no matter how confident a presenter you are you should ensure that you: ❶ Rehearse the presentation in front of an audience (family or friends); ❷ Time the speech before the actual presentation; ❸ Be clear about the focus (read the assessment criteria); and ❹ Finish with a call to action and take home message.

PRESENTATION STRATEGY & STRUCTURE

Mostly 4s & 5s	Well done! You prepare yourself for a confident and professional presentation with a logical and coherent structure
Mostly 3s	Good preparation is the foundation of a professional presentation. You have the makings of a good presentation. See the tips to help you plan your presentation better.
Mostly 1s & 2s	You need to invest more effort into planning your presentation. Your presentation is a reflection of you and your work but without appropriate preparation this can be lost. See the tips for ways to improve your preparation.

Do	Avoid
<ul style="list-style-type: none">Know the background and needs of your audience so that it is easier to make a connection.Adjust your language and explain key terms to reduce boredom and confusion.Provide a hook, introduction and conclusion with a take-home message.Include 'signpost' transition words to link ideas and to lead the audience to the next point by using phrases such as on the other hand, consequently, firstly, secondly, lastly, most importantly, however, etc.Remember to introduce yourself and the purpose and structure of the presentation and let the audience know what's in it for them.	<ul style="list-style-type: none">Missing out key content. Check your content matches your task requirement and CRA.Assuming that your presentation will look the same on a different computer or that a projection will look the same as it does on screen. Check the presentation in the room you will be presenting in if you have access to make sure it works and looks the way you want it to.Not allowing enough time to research and plan your presentation. The better prepared you are, the more confident and professional your presentation will be.Covering too many points and failing to reach a logical and persuasive conclusion

PRESENTATION SUPPORT

Mostly 4s & 5s	Well done! You used evidence to underpin your arguments and were confident in using visual aids
Mostly 3s	Stronger supporting evidence will enhance your presentation. See the tips for ways to improve the supporting materials
Mostly 1s & 2s	You need to invest more effort into supporting your presentation. See the tips for ways to improve your design skills.

Do	Avoid
<ul style="list-style-type: none">Use peer-reviewed quality evidence to support your arguments.Include references and appropriate on-slide citations. If you use a direct quote, put it in quotation marks and include the author, year and page number.Rehearse your presentation. Practising increases both your familiarity with visual aids	<ul style="list-style-type: none">Overusing special effects, such as slide transitions and animations, as they can be distracting and unprofessional.Making unsubstantiated claims (find and reference supporting evidence)Letting the technology dominate the presentation. The technology should support and enhance your presentation not replace it.

PRESENTATION STYLE (SLIDES & SELF)

Mostly 4s & 5s	Well done! You are a confident and persuasive communicator who engages and connects with the audience.
Mostly 3s	Any topic can be interesting if delivered by an effective presenter. You have begun to develop presentation skills. See the tips for ways to gain and sustain the interest of your audience and improve your confidence when presenting.
Mostly 1s & 2s	Your presentation skills need some development. Practising your presentation will improve your confidence. . See the tips for more ways to improve your delivery skills.

Do	Avoid
<ul style="list-style-type: none">Use a professional and legible font (correct size).Use high quality diagrams, charts and images on your slides as they add variety and impact BUT ensure that they are clear and relevant.Allocate time strategically and budget the right amount of time for each slide based on its importance.Use a consistent style (colours, fonts, etc.) with sharp colour contrast to improve visibility and legibility.Proofread your slides – spelling mistakes can look huge on screen.Smile and and look confident (even if you're not) – Power Posing can help with nerves.	<ul style="list-style-type: none">Reading your slides – they are there to support and enhance your presentation.A delivery style that is not engaging. This includes using a monotone voice or reading from notes.Having to skip information or race to finish. Time your presentation so that you don't have to skip over key points or rush. If you are tight for time briefly summarise the key points on slides rather than skipping slides entirely.Using language that could be perceived as sexist, racist, discriminatory, or offensive.Having too many slides for the time available to present.Placing too much information on a slide – avoid paragraphs and long sentences.