

OWN YOUR ROOM™

Complete Communicator Worksheet



Rating Scale: **1** (never/seldom) to **4** (almost always)

In my pre-session planning I...

Was accessible before the session, greeting participants, answering questions, etc.	
Developed a clear purpose for presentation (<i>write it here</i>)	
Used effective design with both information and audience objectives	
Used major points and minor sub-points to structure content	
Designed times for group participation	
Designed visuals to connect with all learning styles	
Blended and balanced Explanation, Interpretation, Illustration and Application	
Used illustrations that linked clearly to the points presented	
Your maximum possible point total: 32	

In my presentation I...

Presented key points clearly and confidently, with medium to loud volume	
Used visual aids to illustrate key points	
Used vocal variety with regular animation in inflections	
Used volume and inflection to emphasize key points	
Used humor naturally and appropriately	
Gave clear, concise instructions	
Instructed and facilitated in a personable and enthusiastic manner	
Used appropriate and natural movement and gestures	
Used purposed, effective eye contact with participants	
Maintained purposed, effective eye contact while using visuals	
Your maximum possible point total: 40	

During my presentation I used interactive tactics that...

Facilitated group interactions appropriately	
Acknowledged and appreciated all participants' responses	
Drew out personal/group experiences and analogies to illustrate concepts	
Used both open questions (discussion) and closed questions (accurate understanding)	
Used activities that helped participants discover their own conclusions	
Recognized both facts and feelings when responding to participants' comments	
Used transitions throughout the presentation	
Your maximum possible point total: 28	
Your maximum possible point total for all 3 areas: 100	

Presenter/Facilitator

Observer

Date

Additional observer notes: