

ExecuPro

Presentation and Communications Skills Training

DEATH BY POWERPOINT

How To Avoid Killing Your Presentation and Sucking the Life Out of Your Audience
Confidential Questionnaire

NAME _____
COMPANY _____
ADDRESS _____ CITY _____ STATE _____
ZIP _____ EMAIL ADDRESS _____
PHONE _____ CELL: _____ FAX: _____
OCCUPATION: _____

1. Please list the reason (s) why you are taking the PowerPoint Class:

2. How often do you use PowerPoint in your presentations: _____
3. What type of reaction do you notice when people are watching your PowerPoint presentations:
___ bored and disinterested with your show
___ tolerant but annoyed by your show
___ easily distracted by things other than your show
___ vaguely interested in your show or parts of it
___ very interested in your show
___ enthusiastically engaged throughout your show
4. In terms of your interest in learning about how to do better PowerPoint presentations, which is more important to you: Content _____ Delivery _____ Both _____
5. On a scale from 1 to 10, how would you rate your abilities in terms of: Content _____
Delivery _____
6. How familiar are you with the mechanics of the using PowerPoint, i.e., are you:
Very computer savvy _____ Moderately computer savvy _____ Not savvy at all _____
7. Have you ever had any courses or training in advertising, public relations copywriting, 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 PowerPoint show, please list both the background and the foreground:

9. Do you use mainly words on your PowerPoint slides, if so please indicate to what extent: Some _____
Many: _____ Few _____
10. Do you use pictures and graphics in your show, if so to what extent: Some _____ Many _____
Few _____
11. What would you like to change most about your PowerPoint presentations: _____

12. How much time do you allow to prepare your PowerPoint show content: _____ How much time do you devote to rehearsing your PowerPoint show _____
13. Describe the type of PowerPoint presentations you most enjoy: _____

14. Describe the type of PowerPoint shows you most dislike: _____

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15. When giving PowerPoint presentations are you:

- nervous
- uncomfortable
- feeling a sense of dread
- in a hurry to get it over with
- enjoying the experience
- afraid your equipment won't work
- concerned your audience won't like your show
- absolutely loving the every minute of it

16. How many PowerPoint shows do you give a month: _____

17. What do people say about your PowerPoint shows or what do you feel they think of them _____

18. What do you want most to get out of the PowerPoint class: _____

19. Please list any concerns or special areas of interest you wish covered during your PowerPoint workshop: _____