**PUBLIC SPEAKING ANXIETY SELF-ASSESSMENT**

Following one of your speeches, reflect on your performance and fill out the Public Speaking Anxiety Self-Assessment. This assessment will help you identify areas that need improvement, as well as areas in which you excelled in terms of controlling your nervousness. Use the following scale for each of the items to indicate your thoughts about your presentation: 1=poor  2=below satisfactory  3=satisfactory 4=good  5=excellent  NA=if the item is not applicable for this particular speech.

### Before the Speech

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<tr>
<td>1. Chose a topic about which I know a lot.</td>
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<td>2. Prepared for the speech in advance (by creating an outline and preparing speaking notes).</td>
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<td>3. Practiced the speech at least four times.</td>
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<td>4. Avoided memorizing the speech.</td>
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<td>5. Imagined giving an effective speech.</td>
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<td>6. Focused on the audience rather than myself.</td>
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<td>7. Planned visual aids (if appropriate).</td>
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<td>8. Examined the physical location of my speech (to anticipate any problems).</td>
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<td>9. Devoted extra practice to the introduction.</td>
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<td>10. Verified equipment and materials right before the speech.</td>
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<td>11. Used physical actions (such as deep breathing or tightening and relaxing muscles).</td>
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<td>2</td>
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### During the Speech

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<td>12. Paused for a few moments before starting.</td>
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<td>13. Dealt with the symptoms of nervousness rationally.</td>
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<td>14. Thought of my speech as communication rather than as a performance.</td>
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<td>15. Avoided mentioning my nervousness.</td>
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<td>16. Refrained from letting the audience upset me (if they were talking or giving you a blank stare).</td>
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<td>17. Acted poised.</td>
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<td>18. Looked directly at my audience, establishing eye contact.</td>
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<td>19. Spoke at an even rate (not too fast).</td>
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<td>20. Eliminated excess energy by gesturing or moving intermittently.</td>
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**Score: 85-100**

Great job! It sounds like you felt comfortable delivering your speech and followed the text’s guidelines to control your nervousness. For your next speech, find one area to improve on to strengthen your presentation further.

**Score: 70-84**

Good effort, but it sounds like you could use more of the text’s suggestions to control your nervousness. For your next speech, focus on one or two areas on which to improve and revisit the self-assessments to see how you improved.

**Score: 55-69**

While you were strong in some areas, it sounds like you have several areas that need improvement. Take a look at this self-assessment to see what your strengths were and what you could improve upon to control your nervousness for your next speech.

**Score: 0-54**

It appears that you have many aspects that you could improve upon to control your nervousness. Focus on improving these areas in each of your upcoming speeches.