



CONQUER THE STAGE

Pre-Assessment: *Seasoned Speakers*



KADRI LEADERSHIP ACADEMY

Touching Hearts. Transforming Lives.



ASSESSMENT GUIDELINES

Print this document to record your progress and compare it with your post-assessment scores.

This assessment is independent of our book and benchmarks your current knowledge, skills, and experience in public speaking.

This assessment contains five parts:

Part A - The Speaker's Mirror

Part B - The Speaker's Compass

Part C - The Speaker's DNA

Part D - The Speaker's Dashboard

Part E - The Speaker's Next Moves

- Answer all the parts in the same order.
- Make notes wherever needed.



PART A

YOUR SPEAKING PROFILE

Your answers will capture your current interests, experience, and expertise, helping you identify areas to focus on and strengthen.

- i. Years of speaking experience (*including professional meetings, training, keynotes, teaching, counselling or membership in speaking clubs*):

- ii. Formats you most often deliver: keynotes, briefings, workshops, sales pitch, panel discussions, others (*choose as many as appropriate*):

- iii. Primary areas of expertise and topics that you speak on:

- iv. Typical audience:

a) Size range: _____ b) Age range: _____

- v. Typical context (*corporate, academic, community, speaking club*):



PART A

YOUR SPEAKING PROFILE

Your answers will capture your current interests, experience, and expertise, helping you identify areas to focus on and strengthen.

vi. Typical duration of your talk: *keynote/workshop/ academic class/ speaking club speeches (minutes):*

vii. Most common main objectives of your presentations (*inform, persuade, inspire, behavioural, entertain, sell - choose as many as appropriate*) :

viii. a) One key strength you are known for on stage:

b) One area of speaking skills you want to improve:

ix. Number of keynotes, programmes, modules, or speeches ready to be delivered at short notice (None / _____)

x. Mode of your major speaking assignments: Virtual / In person.

Scoring key: Not for scoring. Only for profiling purpose.



PART B

THE SPEAKER'S MIRROR

Think carefully & rate your confidence, preparation, and delivery skills on a scale of 1–10. (*Score: 1 = not at all, 10 = always/strong*).

You are free to choose any score from 1-10 based on your current level.

1. I define a clear one-sentence audience outcome and build a core message before drafting my speech.

1	2	3	4	5	6	7	8	9	10
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NOT AT ALL

ALWAYS / STRONG

2. I do a detailed “Audience Analysis” using a questionnaire directed at the specific audience.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

NOT AT ALL

ALWAYS / STRONG

3. I speak to the organizers to collect information about the desired outcome and the audience demographics and psychographics.

1	2	3	4	5	6	7	8	9	10
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NOT AT ALL

ALWAYS / STRONG

4. I start at least two to three weeks in advance for most of my talks.

1	2	3	4	5	6	7	8	9	10
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NOT AT ALL

ALWAYS / STRONG



PART B

THE SPEAKER'S MIRROR

5. I plan my stage movement based on my script and map it out.

1	2	3	4	5	6	7	8	9	10
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NOT AT ALL

ALWAYS / STRONG

6. I use a system to practise my delivery skills : specific gestures and required vocal variety (pacing, pausing, pitch, power).

1	2	3	4	5	6	7	8	9	10
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NOT AT ALL

ALWAYS / STRONG

7. I'm constantly learning and polishing my speaking skills to increase my effectiveness as a speaker.

1	2	3	4	5	6	7	8	9	10
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NOT AT ALL

ALWAYS / STRONG

8. I'm comfortable handling difficult and different audience types.

1	2	3	4	5	6	7	8	9	10
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NOT AT ALL

ALWAYS / STRONG

Scoring key:

Score range 1 - 10. For eg: If you choose 1, score =1, if you choose 5, score = 5.

Total score = Sum of all 8 questions.

Min score = 8 Max score = 80.



PART C

THE SPEAKER'S COMPASS

Quick yes-or-no checks that reveal whether you're steering your practice in the right direction.

9. I prepare thoroughly for Q & A sessions.

YES

NO

☐☐

10. I reach the venue at least 30-60 minutes in advance to interact with the audience and check logistics such as mic & video.

YES

NO

☐☐

11. I mostly end my talks on time.

YES

NO

☐☐

12. I maintain an indexed library of stories, quotes, articles.

YES

NO

☐☐

13. I can adapt to a sudden change in the time and duration of the programme.

YES

NO

☐☐

Scoring key:

Yes = 1, No = 0 (1 mark × 5 qns)

Min score = 0 Max score = 5



PART D

THE SPEAKER'S DNA

Discover your natural style, strengths, and obstacles that shape the way you communicate.

14. During a workshop, when you don't know the answer to a question :

- a. Answer it with your skills/ experience even though it might not directly address the audience's question.
- b. Ask someone in the audience to answer it.
- c. Tell them it is beyond the purview of the topic / not related to your subject expertise etc.
- d. Acknowledge the question and tell them you will get back to them later, and you keep your commitment.

15. An audience member repeatedly interrupts during your workshop:

- a. Tell them to stop it.
- b. If the behaviour continues, you ask them to politely leave the room.
- c. Acknowledge their presence and tell them : *"Let us give the other participants a chance and I will address your view point at the end."*
- d. Complain to the organizers and avoid taking up such assignments in the future.



PART D

THE SPEAKER'S DNA

16. During a very important keynote, your mind goes blank :
- Apologise, refer to your notes and continue.
 - Pause. Refer to the slide / notes. Pick up where you laid off.
 - Pause and tell a personal story or crack a joke.
 - Tell yourself : I will memorise better for my next assignment.

Scoring key:

Correct answer = 5 marks \times 3 qns

Min score= 0 Max score = 15

Answer key (Section D): 14d, 15c, 16b

Notes



PART E

THE SPEAKER'S DASHBOARD

See your overall score and understand where you currently stand as a speaker.

Section	Questions	Scoring Pattern	Score
Sec A: The Speaker's Profile	i - x	Not for scoring. Only for profiling purpose.	-
Sec B: The Speaker's Mirror	1 - 8	Score range 1 - 10. Total score = Sum of scores of all 8 questions. <i>Min score = 8 Max score = 80</i>	
Sec C: The Speaker's Compass	9 -13	Yes = 1, No = 0 (1 mark × 5 qns) <i>Min score = 0 Max score = 5</i>	
Sec D: The Speaker's DNA	14 - 16	Correct answer = 5 marks × 3 qns <i>Min sore = 0 Max score = 15</i>	



PART E

THE SPEAKER'S DASHBOARD

See your overall score and understand where you currently stand as a speaker.

Scoring:

Part B total (items 1 to 8): __ / 80

Part C total (items 9 to 13) (Yes = 1, No = 0) : __ / 5

Part D total (items 14 to 16) 5 marks for each correct answer :__ /15

My total score B,C and D : __ / 100

Interpretation:

Score Range	Interpretation
80 -100	Confident speaker with strong skills. Expand your skills by learning new and advanced topics from the book.
59 - 79	Emerging speaker, work on building consistency.
38 – 58	Variable performance, choose one or two areas of priority and practise deliberately.
Below 38	Rebuild foundations for consistency under pressure.



PART E

THE SPEAKER'S NEXT MOVES

Record the two actions you will take in the next week to improve your public speaking skills. Refer to the : Action exercise at end of each chapter to guide you.

Action plan 1

Action plan 2

Notes