



CONQUER THE STAGE

Pre-Assessment: *Novice 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

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 feel confident speaking whenever I get an opportunity.

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

NOT AT ALL

ALWAYS / STRONG

2. I prepare my speech based on my audience's interests and background.

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

NOT AT ALL

ALWAYS / STRONG

3. My opening usually grabs attention within the first 30 seconds.

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

NOT AT ALL

ALWAYS / STRONG

4. I visualise myself speaking before I step on stage.

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

NOT AT ALL

ALWAYS / STRONG



PART A

THE SPEAKER'S MIRROR

5. I use vocal variety to keep my listeners engaged.

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

NOT AT ALL

ALWAYS / STRONG

6. I'm comfortable using gestures on stage.

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

NOT AT ALL

ALWAYS / STRONG

7. I write a clear purpose statement before preparing my talk.

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

NOT AT ALL

ALWAYS / STRONG

8. I understand the process of writing a speech.

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

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 B

THE SPEAKER'S COMPASS

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

9. I maintain eye contact with people across the room.

YES

☐

NO

☐

10. I rehearse aloud at least twice before I speak.

YES

☐

NO

☐

11. I ask at least one person for feedback before delivering my talk.

YES

☐

NO

☐

12. I seek feedback from people after my talk.

YES

☐

NO

☐

Scoring key:

Yes = 5, No = 0 (5 marks × 4 qns).

Min score = 0. Max score = 20.



PART C

THE SPEAKER'S DNA

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

13. Typical opening style/ statement

- a. Story / question/ humour / fact / quote/ prop
- b. I did not have enough time to prepare
- c. I hope you enjoy my talk
- d. I would like to talk about...
- e. Not sure / no consistent pattern

14. Natural speaking style

- a. Connecting with the audience (rapport)
- b. Explaining ideas clearly (structure, logic)
- c. Inspiring with energy & enthusiasm
- d. Thinking on my feet (improvising)
- e. Not sure / no consistent pattern

15. Biggest current obstacle

- a. Stage fright or nerves
- b. Lack of structure/organisation
- c. Weak voice projection or variety
- d. Limited body language or unplanned gestures
- e. Lack of time / preparing at the last moment



PART C

THE SPEAKER'S DNA

16. Preferred preparation method

- a. Rehearsing in front of a mirror
- b. Recording and watching myself
- c. Practising with friends/colleagues
- d. Rehearsing live in smaller groups
- e. Delivering directly on stage (less preparation, more performance)

Scoring key:

Not for scoring. Only for profiling purpose.

Notes



PART D

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 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 B: The Speaker's Compass | 9 – 12 | Yes = 5, No = 0 (5 marks × 4 qns). <i>Min score = 0 Max score = 20</i> | |
| Sec C: The Speaker's Assessment | 13 – 16 | Not for scoring. Only for profiling purpose. | - |



PART D

THE SPEAKER'S DASHBOARD

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

Totals and interpretation:

Total score (A + B) : _____ / 100

Percentage: _____ %

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 | Beginner speaker, focus on learning one skill at a time. |
| Below 38 | Probably new to public speaking, start with short talks and regular practice. |



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