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| **DEVELOPING YOUR PRESENTATIONAL SKILLS** |
| **STRENGTHS** | ACTIONS I COULD TAKE TO BUILD ON THEM |
| e.g. strong voice | use strong voice (pitch, intonation) to emphasize points |
| **WEAKNESSES** | ACTIONS I COULD TAKE TO ALLOW FOR/AVOID THEM |
| e.g. quiet voice | use a microphone, rearrange the seating, use visual aids |