

COMMUNICATION COACHING SHORT FORM (CCSF)

Speaker's Name: _____ Presentation Type: _____

Evaluator's Name: _____ Date: _____ Time: _____

MESSAGE: WHAT WAS SAID?

**Use backside of form to capture notes on Intro, Body, Con, and Illustrations.*

What is the POINT? Central Idea (# of times repeated _____)

What is the PURPOSE? (application)

I want my listeners to _____

DELIVERY: HOW WAS IT SAID?

**Check off what was good; circle and/or explain what needs work.*

1. Voice: conversational tone / volume / speed / intensity / variety / pauses
2. Body Language: posture / eye contact / gestures / movement / facial
3. Presence: sincerity / empathy / conviction / enthusiasm / connection
4. Distractors:

Areas of Strength:

Suggestions for Improvement:

Overall Impact: What was the result? (circle one)

Life changing | Challenging | Encouraging | Interesting | Boring | Irrelevant

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