

## BASELINE RECORDING WORKSHEET

### STEP 1:

#### Your Command Presence – Holistic Evaluation

Instructions: In the left column, list four qualities or characteristics you want people to recognize in you. Then watch your baseline video and score your video performance for how well each of those qualities shone through using the point scale in the right column. Make any notes as necessary to explain your score.

Desired Qualities	Holistic Score: 0-1-2 (0 = missing, 1 = somewhat, 2 = clear)
1.	
2.	
3.	
4.	

## Baseline Recording Worksheet

### STEP 2:

#### Your Command Presence – Deep-Dive Evaluation

Instructions: Take the four qualities (Q1—Q4) listed in Step 1 and put them in the top row. Then watch your video again and look for each factor listed on the left. How did the factor influence the perception of each quality? You may want to watch the video more than once.

	Command Presence Qualities and Scores Score each quality: 0 = missing, 1 = somewhat, 2 = clear			
Speech Factors	Q1:	Q2:	Q3:	Q4:
Fillers				
Organization				
Run-on Sentences				
Jargon/Vocabulary				
Details (quantity, quality)				
Speed, Pausing				

**STEP 2 (Continued):**

**Your Command Presence – Deep-Dive Evaluation**

	Command Presence Qualities and Scores Score each quality: 0 = missing, 1 = somewhat, 2 = clear			
Speech Factors	Q1:	Q2:	Q3:	Q4:
Volume				
Breath Support (no Vocal Fry)				
Tonality (pitch & emphasis, not up-speak/monotone)				
Posture and use of space				
Eye contact/ movement, brows				
Gestures – hand, head, other				
Smile/facial expressions				
Other				