THE BIO-SHEET:  The following questions are asked in order to gather some initial information about you. The more I know about you, the easier it will be for me to tailor this class to your interests and needs. The information will also be used by your classmate who will interview you, and introduce you to our class. The more information you provide your interviewer the easier it will be for your interviewer to develop an interview schedule (you will all be interviewers and interviewees—Please fill out this bio-sheet in detail, and bring this back to class on the next class meeting).

Name: _____________________________________________  Phone #: ___________________  Pager #: _______________________
Email: ___________________________________________  Where do you live? ________________________________

How long have you lived on Maui? __________   How long have you attended MCC? __________   Date of birth (optional): __________
Where have you previously lived (if applicable)? __________________________________________________________________________________
What is/are your Major area(s) of study? _________________________________________________________________________________________
Why is this your Major area of study? ___________________________________________________________________________________________
__________________________________________________________________________________________________________________________

Educational Background:
Schools Attended (Other Universities/colleges & High Schools) Location   Dates
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
Why did you take this class (other than because it may be required)? ___________________________________________________________________
____________________________________________________________________________________________________________________________
List 3 goals you want to accomplish in this class this semester. _______________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
Define “Quality Work:” _________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
What Grade do you plan on receiving for your accomplishments and efforts in this class? A  B  C  D
How will you achieve your desired grade? _________________________________________________________________________________________
____________________________________________________________________________________________________________________________
List any previous public speaking you have done, or will do (other than in this class) _________________________________________________________________
____________________________________________________________________________________________________________________________
Rate your enjoyment of public speaking on the following scale (Circle one number -- 1 = loathe, despise, avoid it at all costs; 10 = savor every moment of it, can’t get enough of it, you look forward to the next time you can speak in public):

1  2  3  4  5  6  7  8  9  10
What would be your least favorite public speaking situation? ____________________________________________________________________
____________________________________________________________________________________________________________________________
What would be your most favorite public speaking situation? ____________________________________________________________________
____________________________________________________________________________________________________________________________
What days and times during the week are you free to have group meetings? _______________________________________________________________  (Over)
Role Model: (Briefly describe a special person who has had an impact on your life, and why):
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Community/Campus Activities:
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

List your Hobbies/Interests/Extracurricular activities:
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Current employment & work experience:
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

At what do you consider yourself to be an “expert” (i.e., what are you good at doing, or knowledgeable/passionate about)?
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

What could you competently inform our class about?
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Supplemental Information: (Include travel, special skills, talents, awards, accomplishments, and unique areas of knowledge):
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Finish This Sentence: The qualities I look for in a good public speaker are...
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Which of the above qualities do you possess?
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Have you had any experience using the following? (please describe your experience and circle the selection that best applies to you).

**Web Pages**
A. I can easily access a web page
B. I have created a web page
C. I am a Web Page Designer

**Microsoft PowerPoint**
A. I can open and view a presentation
B. I have created a PP. Presentation
C. I am a PowerPoint expert

**Video Camera**
A. I can competently operate a video camera
B. I could make a commercial
C. Steven Spielberg Wannabe