

## Speaker's Checklist

Use this checklist as a preparation tool or to evaluate your presentation at its conclusion.

### Relaxation

- Easy Neutral Position maintained as a home base
- Head floated with gaze straight ahead
- Body centered and grounded
- Muscles loose and easy
- Face, including jaw, relaxed
- Breath deep
- Movement free and natural
- Comfortable both mentally and physically

### Energy

- Strong projection with diaphragmatic support
- Voice supported by the breath
- Emotional commitment to ideas
- Action orientation in both content and demeanor
- Display of conviction (passion) in delivery

### Expression

- Specific, meaningful movement
- Full facial, physical and vocal expression of ideas
- Emphasis on key words and ideas
- Minimal vocal fillers ("um," "ah," "okay," "you know," etc.)
- Full use of vocal range
- Content reinforced with appropriate nonverbal signals
- Conversational tone, not recited

### Organization and Preparation

- Clear, action-oriented objective, stated up front
- Complete and accurate audience analysis
- Clear and consistent throughline
- Main ideas (chunks) clear
- Key-word outline — no manuscript
- Enough rehearsal to feel comfortable with material
- Limited use of jargon and technical terminology
- Questions answered skillfully
- Visual aids that ZAP the audience

### Focus

- I maintained a strong connection with the audience
- I adjusted my presentation to accommodate the emotional needs of the audience
- I was able to put aside my concerns for myself and my personal agenda
- I watched and "listened" to the audience throughout the presentation
- I used language and told stories the audience could relate to
- I was able to think on my feet
- I had a good time

*Habit is habit, and not to be flung out of the window by any man, but coaxed downstairs a step at a time.*

*Mark Twain*

