



YOUR SEEING IS BELIEVING CHECKLIST

POSTURE AND DRESS

- Stands up Straight
- Holds Head High
- Shoulders Held High (not slumped)
- Dressed Appropriately
- Doesn't Play with Clothing

EYES AND EXPRESSIONS

- Sustained Eye Contact
- Does Not Rely on Notes
- Does Not Blink Excessively
- Facial Expressions Not Exaggerated

GESTURES AND MOVEMENT

- Uses Natural Hand/Arm Movement
- Coordinates Gestures with words
- Doesn't sway side to side

DELIVERY: VOICE, PITCH, PACE

- Varies Pace and Pitch
- Volume High, Medium, Low
- Uses Mountain Peaks for Emphasis
- Punctuates Appropriately
- Enunciates

PRESENTATION PLANNING GUIDE CHECKLIST

- Who is the audience?
- What are their expectations?
- What do I need them to think, feel, or do in order to accomplish my goals?
- Why should they care?
- What has changed after communication has taken place?

WHAT ASPECT OF MY PRESENTATION WILL...

- Answer a problem faced by the audience?
- Pique their curiosity?
- Support their beliefs?
- Challenge their assumptions?
- Add value to their careers and/or lives?
- Motivate them to take action?

