

Check your performance

★ ★ ★ **Before**

- — — I choose a clear message which is relevant for my audience
- — — I prepare visible, easy to read and well designed visuals that have good visual impact
- — — If I use notes, they contain key words only
- — — I time the different parts of my presentation and rehearse two or three times standing up in front of a friend or a camera
- — — I prepare answers to both easy and difficult questions
- — — I have a plan B in case of problems

★ ★ ★ **Delivery**

- — — My posture is confident and natural
- — — I speak at a good pace, not too slow, not too fast
- — — I emphasise important words and phrases with good use of stress
- — — My voice is expressive and shows enthusiasm
- — — I speak loudly and clearly and fluently (thanks to rehearsing before)
- — — I make eye contact with different people in the audience

★ ★ ★ **Language and techniques**

- — — I am confident about using correct verb tenses
- — — I use a mixture of short and longer sentences for variety
- — — I use expressions to compare ideas and numbers correctly
- — — I can make accurate references to facts and figures
- — — My introduction catches the attention of the audience and interests them
- — — My presentation is logical and easy to follow
- — — I use signposts all through the presentation
- — — I can highlight and repeat important or difficult messages
- — — I prepare the audience for the visuals and help them focus on the main message
- — — I prepare the audience for the end of the presentation and invite them to ask questions