

GOAL **I SUCCEEDED**

☐	☐	I enter the stage with confident steps.
☐	☐	I stand with my feet slightly apart as I introduce myself.
☐	☐	My posture is upright, shoulders back.
☐	☐	My overall presence is positive and energetic.
☐	☐	I pause between my first and last name when I introduce myself.
☐	☐	I clearly introduce my topic.
☐	☐	I tell the audience the goal of my presentation. "The goal of my presentation is that you..."
☐	☐	My arms are relaxed next to my body from time to time.
☐	☐	I emphasise important points with my hands.
☐	☐	When I speak, I illustrate something with my hands.
☐	☐	I use open, upward-facing palms when making suggestions.
☐	☐	I make eye contact, holding it with one person at a time.
☐	☐	As I speak, I change places and stand at three different points on the stage.
☐	☐	I position myself so I partially overlap the screen (at least with my shoulder) to keep the focus on me.
☐	☐	I direct the audience's attention to the slide when it supports my message.
☐	☐	I face the audience at least 70% of the time, with my toes pointing toward them.
☐	☐	I engage listeners and build interaction with them.
☐	☐	I remember to repeat my most important message (catchphrase) at least twice.
☐	☐	I emphasize an important sentence or word when I speak.
☐	☐	I intentionally take pauses, or at least take one pause, to reinforce my message.

My strengths as a presenter are...

I want to improve...
