

Name

Title of Oral/Presentation/Speech

Date

Communication Checklist

Check your Presentation and Speaking Skills using this checklist

✓	Required Speaking Skills	Comment
	POISE: My poise is calm and confident. I don't shuffle, wiggle or fidget to distract the audience.	Your performance...
	GESTURES: I use relevant facial expressions that add to my message. I use my body language and hands are used effectively for descriptive purposes and contributing to my message.	
	LIFE: My speaking and give great expression , emotion and excellent feeling to my speaking.	Your expression...
	SPEED: I vary my pace to enhance the message, pause for dramatic effect, and provide effective rate of delivery .	
	EYE CONTACT: I use eye contact to engage my audience and look at each member at some point.	Your delivery...
	VOICE: My volume , projection and clarity are distinct and appropriate for the audience.	
	I rehearsed my speaking for:	Your preparation...
	...accuracy and relevance	
	...descriptive to show the audience not tell	
	...note cards or outline to refer to content (No long text/doc)	
	...organized reference	

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