

# PVLEGS Checklist for PERFORMING a talk

## Poise

- I appear calm and confident.
- There are no distracting behaviors.
- I recorded myself and watched for fidgeting, shuffling, and odd tics.

## Voice

- My voice is just right for the space—not too loud or too soft.
- Every word can be heard.
- I don't mumble or blur words together.

## Life

- I have feeling/emotion/passion in my voice during the entire talk.
- Listeners can *hear* that I care about my topic.
- I have appropriate life in my voice. (*Enthusiasm* for things I am excited about; *sadness* for sad topics; *anger* for upsetting things; etc.).

## Eye Contact

- I look at every listener at some point during my talk.
- My eye contact is natural and fluid.
- If I use notes, I use them well—only quick glances to remind myself of key points.
- I talk *to* my audience, rather than read *at* them.

## Gestures

- My hand gestures add to my words.
- Emphatic hand gestures make key points stand out.
- Descriptive hand gestures make it easy to visualize my talk.
- My face is full of expression. Facial gestures add to my words.
- Body gestures are effective. I lean in, shrug, and use other body motions to engage the audience.

## Speed

- I use speed well! I speed up, slow down, and pause where appropriate to add to my message.
- I change pace for effect.