

Avoiding Bad Habits

Try this checklist

Use this checklist to assess your colleague's presentation.

- Being heard

(Clear and loud enough to be heard across the room, not speaking too fast with short pauses)

Yes/No

Notes

- Using the room

Not standing still or behind a lectern. Movement around the room or stage)

Yes/No

Notes

- Telling a story

(Not standing still or behind a lectern. Movement across the room for example moving to the back of the room or across a stage)

Yes/No

Notes

- Audience participation

(Involve your audience. Ask questions, get them to rate someone or something, thumbs up thumbs down, or include a short activity)

Yes/No

- Eye contact

(Looking towards the audience, only glancing at the presentation)

Yes/No

Notes

- Enthusiasm

(Speaking with an upbeat tone, showing your interest in the topic)

Yes/No

Notes

- Use props

(If appropriate, use props to further explain the topic you are presenting)

Yes/No

Notes