

Checklist for Communicators

Speaker's Name: _____ Date: _____

Presentation: _____

Area	Effective	Ineffective	Observations
Eye Communication:			
Voice:			
<i>Volume</i>			
<i>Animation</i>			
<i>Speed</i>			
<i>Emphasize Key Words</i>			
<i>Silence</i>			
<i>Um & Um's™</i>			
<i>Tone</i>			
Hand Gestures:			
Posture/Stance:			
Content:			
<i>Opening</i>			
<i>Middle</i>			
<i>Close</i>			
<i>Organized, Clear Points</i>			
Dress & Image			
Overall Impression			

Comments: _____

Communication Delivery Skills Dos and Don'ts

	Do	Don't
Eyes		
▪ With People	F T T	Scan/ Roam Elevator Eyes Subway Eyes
▪ With Notes	DUO	Read your Notes
▪ With PowerPoint	RST	Talk to "Mr. Slide"
Hand Gestures		
	U 'em or L 'em	
	U . U , & A	
	▪	Fish Flippers, T-Rex
	▪	Toy Soldier
	▪	Fig Leaf
	▪	Banker (pockets)
	▪	Jeweler /Mortician
	▪	Spider on a mirror
	▪	Runny nose
	▪	Fidgeting Tailor
Voice		
	V V	Monotone, Too loud / soft
	E K W	Flat delivery
	U D	Up-ticks at end of sentence
	V S	Too fast / slow
	"T P "	No pausing
	S . L . S .	Um & Ums™
Posture / Stance		
	S S	Dance the "Cha Cha"
	B y W	Shift / Sway/ Rock
	L , 45° S S	The "PowerPoint Polka"
	M w a P	Random Movement
	W in an A	Walk left to right

Speak Up: Harness the Magic Power of Your Voice

- S**
- Slow down. Breathe in between thoughts.
 - Speak in Sound bites: short memorable phrases or concepts.
 - Smile appropriately.
 - Summarize to make your points memorable.

- P**
- Project your voice for more control.
 - Pause for emphasis, dramatic effect and to buy “thinking time.”
 - Pace yourself. Develop a rhythm.
 - Practice Baerobics™ techniques e.g., diaphragmatic breathing & range work.
 - Paint Pictures by stories, analogies and metaphors.

- E**
- Emphasize key words.
 - Enthusiasm - let your enthusiasm and energy shine through. It’s contagious.
 - Enunciate clearly - open your mouth wider.

- A**
- Animate with vocal variety.
 - Vary your tone and pitch.
 - Gesture to enliven your voice, even if they cannot see you.
 - Ask questions to engage your listeners, even if they are rhetorical questions.

- K**
- KISS: Keep It Short and Simple.
 - Keep it conversational to better connect with your audience.
 - Know your vocal range to avoid cracking or straining your voice.

Project your Voice. Sound Alive.

3. It's All in Your Hands: The Do's & Don'ts of Hand Gestures

H ▪ Hold the gesture for a second or two before releasing - it adds emphasis and shows confidence.
▪ Hands open when pointing, keep palm up and fingers together. Don't point with one finger.

A ▪ Use appropriate hand and arm gestures that are in-synch with your message.
▪ Gesture above your waist.
▪ Gesture away from your body for more presence. Bigger is better.

N ▪ Never use the same hand movements for several thoughts. Vary your gestures.
▪ Naturally gesture as you would in one-on-one conversations.

D ▪ Drop your arms at your sides when not gesturing.
▪ Different gestures for different concepts create a more interesting presentation.
▪ Don't fidget, don't lock your hands or clench your fists, don't grip the podium.

S ▪ Let your hands tell "your story."
▪ Switch hands for emphasis.

**Your Hands Speak Volumes.
Turn Fish-Flippers into Meaningful Statements.**

Self-Evaluation Form

Your Name: _____

Your Email: _____

Name of Session: _____

Date: _____

(Assign a score on a scale of 1-10. 10 is strongly agree)

Skill	Now	After
I feel confident when I communicate with new people-presenting myself		
I can make effective eye contact		
I know what to do with my hands when I'm speaking		
I'm able to project and vary my voice adequately		
I can think quickly on my feet		
I prepare my material well		
I'm able to retain control of my audience		
I can answer questions well		
I use visual aids/power points effectively		
I open and close my presentations well		
I control my presentation anxiety well		

Participant Comments – “Speak with Impact” Session with Brent Baer

Your Name: _____

Your Title: _____ Department: _____

Organization: _____

City: _____ State: _____

Phone: (____) _____ - _____ E-mail: _____

Please rate the following aspects of this program: (Place a check in the appropriate boxes below)

	Excellent	Good	Fair	Poor
Program Content				
Instructor Quality				
Written Materials				
Facility				
Technology				

1. Overall comments about the session?

2. What did you learn that will be especially useful to you personally or professionally? Why?

3. What communication skill area would you most like to improve? _____

4. What presentation/public speaking/communication topics would you like to cover in the follow-up telephone call?

Thank you for your session evaluation!