**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 didn’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 things I’m mad about).

**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 made key points stand out.
* Descriptive hand gestures made 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 do 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.