

### **Feedback CHECKLIST**

- Behaviors
  - First: identify 2 behaviors that speaker is doing well;
  - Then provide 2 behaviors that she could keep working on (choose the ones that you think will make the biggest difference)
- Content
  - Identify 2 content areas that speaker has included that works for the audience
  - Then provide 2 areas that could be stronger
- Virtual setting: What's working? What can be tweaked?

BEHAVIORS (you)	CONTENT (your message)
<p><b>Posture</b></p> <p><input type="checkbox"/> Sitting Upright</p> <p><input type="checkbox"/> Leaning In</p> <p><input type="checkbox"/> Standing Straight</p> <p><b>Open body language</b></p> <p><input type="checkbox"/> Unhinged elbows</p> <p><input type="checkbox"/> Reaching arms out</p> <p><input type="checkbox"/> Gestures with meaning</p> <p><b>Eyes</b></p> <p><input type="checkbox"/> Holding connection</p> <p><b>Facial Expression</b></p> <p><input type="checkbox"/> Smile</p> <p><input type="checkbox"/> Aligned with words</p> <p><input type="checkbox"/> Shows emotion</p> <p><b>Voice</b></p> <p><input type="checkbox"/> Variation</p> <p><input type="checkbox"/> Volume</p> <p><input type="checkbox"/> Passion</p> <p><input type="checkbox"/> Conversational</p>	<p><b>Connect:</b></p> <p><input type="checkbox"/> Will audience relate to the message? Is it what they care about?</p> <p><b>Concise:</b></p> <p><input type="checkbox"/> Do you hear a clear headline? Do you know why you as the audience are there?</p> <p><input type="checkbox"/> Do you hear a clear end? Next steps, solution, how she wants you to think or act differently?</p> <p><input type="checkbox"/> Are there no more than three key points?</p> <p><input type="checkbox"/> Is it easy to follow?</p> <p><input type="checkbox"/> Is there the right amount of detail? Too much? Too little?</p> <p><b>Compelling:</b></p> <p><input type="checkbox"/> Do you hear one or more PROPS (Pictures, References, Opposites, Parallels, Stories)?</p> <p><input type="checkbox"/> If there's a reference, does it have a human scale?</p> <p><input type="checkbox"/> Does the PROPS make sense? Does it relate to the message?</p>

**VIRTUAL SETTING**

☐ **Lighting** – in front of speakers face, equally lit up

☐ **Camera Position** – at eye level to feel connected

☐ **Sound** – Good volume, good quality

☐ **Background** – Promotes keeping the attention on the speaker (whether virtual background or not)