

## Spoken Performance Checklist

- |   |                                                                                                    |     |
|---|----------------------------------------------------------------------------------------------------|-----|
| 1 | Get the volume right for the occasion and situation                                                | [ ] |
| 2 | Articulate words clearly                                                                           | [ ] |
| 3 | Select the right pace to speak at                                                                  | [ ] |
| 4 | Vary the pace, tone and pitch of your words according to the meaning and the intention behind them | [ ] |
| 5 | Give your words the right emphasis by stress, pause or pitch                                       | [ ] |
| 6 | Be confident, without hesitation                                                                   | [ ] |
| 7 | Be natural, even when using "different voices"                                                     | [ ] |
| 8 | Don't allow your audience to distract you                                                          | [ ] |

Adapted from English on Course, by Rhoori Jones