

# Listener Checklist

Content “makes sense”:

- Purpose is clear from the beginning
- Presentation follows a logical path evident to a listener
- Repetition and “sign posting” is used to reinforce key points and the structure of the presentation

Delivery makes the content accessible:

- Volume is sufficient to follow
- Articulation is clear and intelligible (not the same as “no accent”—we all have accents)
- Speed is neither too fast nor too slow
- Intonation is appropriately varied (not too “flat”, not too “sing-songy”)
- Posture and gestures do not distract a listener
- Speaker includes audience in his/her gaze (eyes not glued to any one place e.g. notecards, screen, ceiling or the back wall)