

Upping Your Influence: Evaluation Checklist

Stance

- Head is level
- Feet are balanced under hips
- Eyes and nose are aligned
- Hands move comfortably from resting stance

Yes **No**

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Gestures

- Gestures start when speaker starts
- Speaker reaches out to the audience
- Gestures punctuate key points

Yes **No**

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Eye Contact

- Gaze held for 3-5 seconds per person
- Speaker connects with entire room
- Eyes are consistently up

Yes **No**

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Voice

- Volume is full, easy to hear
- Vocal quality is supported
- Pacing is conversational
- Speaker uses vocal variety/expression
- Energy is high (4 on 1-5 scale)

Yes **No**

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Distractions

- Free of filler words
- No self-commenting
- No self-touching or superfluous movements
- Movements are purposeful

Yes **No**

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Observations _____

Pausing and emphasis

Pause. *////* It's easy for an audience to get **lost** in a long string of words. *//* Speakers can have more **impact** / when they **play** with their phrasing. Punctuate key messages with **short** sentences. Give your speech **weight** / and allow time for the message to sink in. *//* Your audience will **thank** you.

Eye contact is an easy skill to practice. **Look** at audience members. *//* Hold their gaze for 5 seconds / or until you **finish** your point. When you're in **public** / practice looking at people long enough to determine their eye color *//* then **nod**, and move on.

Pacing (170 words per minute)

(From CNN, June 5, 2017) Soon, Apple will introduce a new iPhone feature that will do away with that annoying -- and dangerous -- urge to look at a text message while you're driving. The feature, called "Do Not Disturb While Driving," will be part of Apple's new operating software for mobile devices. Whenever the phone is connected to a car using either Bluetooth or a cable, or if the car is moving, the phone will withhold any notifications for things like text messages or news updates. If someone does text you while you're driving, the phone can respond with an automatic message telling them you're driving and can't respond just now. The iPhone screen will also be locked to prevent drivers from using many of their apps while driving. Passengers who are just riding, and not driving, will have the ability to disable the feature. Users will be able to see Apple Maps, Apple's navigation application, while driving - though they will be unable to input destinations. Other navigation apps, like Google Maps, will also work, although not quite as easily.