

## CHECKLIST 4

	✓
I've worked on my nerves so that I have them under control, even though I still feel nervous in a good way.	<input type="checkbox"/>
I have worked on my breathing techniques and can now breathe from my diaphragm.	<input type="checkbox"/>
I have rehearsed with a friend and know that I speak slowly enough; I have mastered the art of pausing for a moment between sentences or clusters of sentences. I have marked pauses on my cue cards so that I won't forget on the day.	<input type="checkbox"/>
I have an accent but am still clear in my speech, <i>or</i> I think my accent could cause a problem so I have put in place techniques to overcome this.	<input type="checkbox"/>
I have worked on my body language and put reminders on my cue cards to smile, and to turn back to the audience after I have shown them a slide. I have moved every tempting surface out of my way in the room so there is nothing left on which I can lean or slouch.	<input type="checkbox"/>
A friend or tutor has watched my presentation and has pointed out my distracting body language habits; I have rectified them ready for my presentation.	<input type="checkbox"/>
I have checked the layout of the room and made arrangements to change the layout on the day to suit my needs. I know how to dim the lights, change the air conditioning, close the blinds and open the windows.	<input type="checkbox"/>
I have checked my slides in the available light level and know whether I have to dim the lights or close the blinds for part of my presentation. If this is the case, I have enlisted the help of a colleague to do this for me so that I remain focused on my presentation.	<input type="checkbox"/>