

Clarity and confidence speaking checklist

(Use before meetings or presentations)

____ **Breathe Before You Speak** – A few diaphragmatic breaths can calm the nerves and help you sound loud and clear.

____ **Emphasize Key Words** – Stress important words to keep the listeners attention and make ideas stick.

____ **Slow Down the First Sentence** – Starting at the right pace helps you sound confident and gives listeners time to tune in.

____ **End strong** – Keep the final sounds just as strong as the first sound.

____ **Record & Listen** – A self-check can reveal any poor vocal habits such as low volume, fillers, or fast speech.