



Sounding Confident & Professional

How Your English Comes Across

Confidence in English is not just about grammar. Use this checklist to project clarity, professionalism, and authority when you speak or write.

Message Control

- ■ Is my main point clear and easy to follow?
- ■ Do I avoid unnecessary hesitation or over-explaining?

Language Choices

- ■ Have I chosen precise, professional vocabulary?
- ■ Have I avoided vague or overly casual expressions?

Delivery & Tone

- ■ Does my tone match the situation and audience?
- ■ Do I sound calm, measured, and confident?

Professional Impact

- ■ Would this message inspire trust and credibility?
- ■ Does my English support my expertise rather than distract from it?