



## 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?