

FEEDBACK

Is your audience slipping into autopilot?

You might use these words as filler or sneak them in as quick questions in to get engagement.

You may not even pause for an actual answer. Or if you get one you are too focused on what to say next you don't stop to indulge the conversation.

To reduce your need for quick feedback consider how your will involve your audience. Give them activity, time to reflect, or ask intentional check ins.

Do not be afraid to pause and sit in the silence. Practice often to feel confident and expose areas where you are speaking for too long or losing your thought.

Total		
Word	Tally	When

right? alright? you see? OK? Make sense?

FEEDBACK

Weak Words

Your message is as strong as your diction.

While weak language can make you seem approachable, it detracts from your audience's belief that you are knowledgeable, professional and trustworthy.

To reduce your weak words speak slower, exaggerate your annunciation, and be confident in your material.

Make sure you are knowledgeable about your stories and data and that they are believable.

Consider presenting your physical appearance professionally and set the tone in the beginning of your presentation that is strong and direct.

Total		
Word	Tally	When

kinda, sorta, gonna, and such, y'know as well as slang like cool, you guys

Weak Words

BODY

The body and mind can be each other's best friend or worst enemy. Effective movement can keep the audience engaged, but you have to be careful not to overdo it.

For body language that helps your message, try to keep gestures above the waist, holding them for at least a full second. Keep your feet still and change where you stand as you transition.

Vary your motion by pointing, counting, twisting, varying closed or open hands and facial expressions.

You will want to maintain eye contact with your audience and avoid turning your back to them. This is easy the more you practice. For virtual settings, look into your webcam and consider your frame.

Total		
Word	Tally	When

distracting hand gestures, lack of movement, posturing, eye contact

BODY

BLANK

This card is for your to keep track of anything else you are noticing as you observe the presentation or to jot quick notes if you are unsure of how to categorize.

You may want to use this to record feedback on:

Visuals

Repeated words / phrases

Believability filler "honestly, really"

Storytelling

Tone / inflection

Total		
Word	Tally	When

all other feedback

BLANK

