**Performance and Delivery**

While the content of your speech or presentation are important, so too is your delivery. Through delivery, you are able to grab and maintain your audience’s attention. The following checklists will help you prepare your delivery to allow for an engaging presentation!

**In-Person Delivery**

* Practice!
  + If your school has a communication center available to you, use it.
* Are your movements and gestures intentional?
  + Take advantage of the space provided - consider implementing the triangle method
  + Avoid blocking the projector with your body
  + Let your hands fall naturally at your sides, avoid crossing your arms
* Eye contact with audience
* Are you projecting your voice?
  + Can the people in the back of the room hear you?
* Is you PowerPoint font large enough to be easily seen from the back of the room?
* Avoid filler words like “so”, “um” and “uh”

**Online Delivery**

* Practice!
  + If your school has a communication center available to you, use it.
* Do you have a non-distracting background?
* Reduce distractions from family, housemates, pets, etc.
* Have you elevated your computer to allow for stronger eye contact?
* Does the angle of your camera allow for your gestures to be visible?
* Avoid filler words like “so”, “um” and “uh”
* Is your PowerPoint easy to read?