



ATTAVITA

A Checklist *for* Public Speakers

Physical Presence

- ☐ Move with Intent
- ☐ Plant
- ☐ Take Center Stage
- ☐ No “Backting”
- ☐ Cheat Out
- ☐ Gestures
- ☐ Body Language
- ☐ Color Choice

Vocal Technique

- ☐ Breath
- ☐ Pacing
- ☐ Enunciation vs. Volume
- ☐ Vocal Tics
- ☐ Don’t Fear Silence

Eliminate Distractions

- ☐ Environmental
 - Lighting
 - Doors
 - Shades
 - Anomalous Items
 - Physical Obstacles
 - Prop/Exhibit Challenges

Eliminate Distractions, continued

- ☐ Topical
- ☐ Personal

Crafting Content

- ☐ Signposts
 - Move On/Change Topic
 - Add Detail
 - Go Off Topic
 - Repeat
 - Go Back
 - Summarize/Wrap Up

Integrate Media

- ☐ 1-to-3 Slide Ratio
- ☐ 5/5/5
- ☐ >30 Point

Manage Q & A

- ☐ Lay the Ground Rules
- ☐ Repeat/Clarify/Rephrase
- ☐ If you don’t know...

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Career Coaching + Talent Strategies

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