

		Self-evaluation				Peer / teacher-evaluation			
I have...									
Gestures									
	...used appropriate gestures to support my message (e.g. welcoming hands etc.).								
	...avoided distracting or defensive gestures (e.g. crossed arms).								
	...avoided fidgeting.								
Speech delivery techniques									
<i>pauses</i>	...included dramatic pauses to emphasize important points.								
<i>emphasis</i>	...emphasized certain words and/or phrases.								
<i>volume</i>	...varied my volume to reflect the content and tone (e.g. soft for intimacy, louder for urgency).								
	...maintained an understandable volume.								
<i>speaking</i>	...spoken clearly.								
	...spoken at a pace that is easy to follow.								
	...avoided filler words such as “uh”, “um”, or “like”.								
Facial expressions									
<i>emotions</i>	...shown emotions								
	...matched emotions to the content of the speech (e.g.: not smiling while mentioning tragedy).								
<i>expressions</i>	...varied my facial expressions.								
<i>eyes</i>	...made eye contact with the audience to create a connection.								
<i>no-gos</i>	...avoided monotone or expressionless delivery.								
	...avoided looking at the floor.								
	...avoided reading my notes too much.								