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Quest 3: Speaking Skills Checklist

Use a + (excellent), check  (satisfactory) or a - (needs more practice) to evaluate your skills or have a partner evaluate using this checklist.

1. ___ I know my main points. I can explain them without looking at my notes and reading word for word.
2. ___ It sounds like I am speaking to a friend about the issue and not memorizing a script.
3. ___ It appears to others that I am addressing someone in front of me, whether recording a video or speaking live on a videoconference. I look at the webcam and pretend that I am making eye contact with a person.
4. ___ I maintain an appropriate distance from the webcam and sit up or stand up straight.
5. ___ I am animated (I use expressiveness while I speak). This means I change my tone of voice while speaking to avoid speaking in a monotone. For example, my voice may communicate enthusiasm, surprise, excitement, astonishment, a sense of urgency or emphasis on certain ideas. I do not use a [monotone](#) when speaking.
6. ___ I smile on camera where appropriate to communicate warmth and engage my viewer.
7. ___ I don't let little mistakes derail my performance. I can recover quickly from a misspoken word.
8. ___ I speak slowly and precisely so my listener can follow. HINT: Speaking more slowly than you think you need to is always a good idea!
9. ___ I pause briefly where necessary to let my ideas sink in, especially after important points.
10. ___ I occasionally use sentence starters that draw my listener in and help introduce key ideas (see below for a list of possible sentence starters).
11. ___ I avoid "umms" and "ahhs" as much as possible.
12. ___ I record myself for practice and review what needs improvement by using this list.

TIP: Stay hydrated (drink water) to pronounce words well and keep from hissing when you talk.

TIP: Be sure to BLINK occasionally so your eyes don't get red or water!

Sentence Starters

Possible sentence starters for your video are below. Can you think of others?

- Did you know...
- Can you believe...
- How does this impact people? A good example is...
- I was surprised to find out...
- The reason this matters....
- You would be shocked if I told you...
- We can make a difference by...
- You can learn more about this by...