

## FIGURE 1. “PVLEGS” Checklist for Presentation Delivery

### Poise

- I appear calm and confident.
- There are no distracting behaviors.
- I recorded myself and watched for fidgeting, shuffling, and odd tics.

### Voice

- My voice is just right for the space—not too loud or too soft.
- Every word can be heard.
- I don’t mumble or blur words together.

### Life

- I have feeling/emotion/passion in my voice during the entire talk.
- Listeners can *hear* that I care about my topic.
- I have appropriate life in my voice. (*Enthusiasm* for things I’m excited about; *sadness* for sad topics; *anger* for upsetting things; etc.).

### Eye Contact

- I look at every listener at some point during my talk.
- My eye contact is natural and fluid.
- If I use notes, I only glance at them quickly to remind myself of key points.
- I talk to my audience, rather than read *at* them.

### Gestures

- My hand gestures add to my words.
- Emphatic hand gestures make key points stand out.
- Descriptive hand gestures make it easy to visualize my talk.
- My face is full of expression. Facial gestures add to my words.
- I lean in, shrug, and use other body motions to engage the audience.

### Speed

- I speed up, slow down, and pause where appropriate to add to my message.
- I change pace for effect.

Note: PVLEGS stands for Poise, Voice, Life, Eye Contact, Gestures, Speed. When I shared this checklist with my class, a student called out, “P V Legs!” and the acronym stuck.