



## **Speaker Checklist**

### **Structure & Message**

- ☐ I started with a hook or a strong opening
- ☐ My talk has a clear structure (1. Setting the scene, challenge, climax, resolution and the lesson)
- ☐ I expressed one clear, memorable message (my big idea)
- ☐ I have a compelling title
- ☐ I ended with purpose (call to reflection, message, image, or pause)

### **Clarity & Simplicity**

- ☐ I used simple, natural language
- ☐ I didn't try to say too much - I aimed for clarity, not exhaustiveness
- ☐ I used short sentences (easy to speak and easy to follow)



## **Emotion & Connection**

- ☐ I shared something personal, honest or vulnerable
- ☐ I helped the audience relate to my story (universal insight)
- ☐ I made people feel something — not just understand

## **Imagery & Concreteness**

- ☐ I used sensory language (people could picture the moment)
- ☐ I zoomed in (scene, dialogue, detail), and zoomed out (reflection)

## **Voice & Rhythm**

- ☐ I varied my tone and pace (not monotone)
- ☐ I used pauses to let key moments land
- ☐ I spoke with presence and intention — not too fast, not too flat

## **Body Language & Presence**

- ☐ I was grounded and open (posture, eye contact, hands visible)
- ☐ I looked at the audience — not at my notes

This checklist was created by **Silvana Cappello**



<https://www.linkedin.com/in/silvanacappello>

[www.newvisioneurope.be](http://www.newvisioneurope.be)