

Name: \_\_\_\_\_ Session: \_\_\_\_\_ Rater: \_\_\_\_\_

**A. Content & Argument Influence**

1. State the purpose of your segment at opening so global learners can more easily absorb info	0 1 2 3 4 5
2. Address typical audience questions and concerns for this topic so they can “buy in” for idea	0 1 2 3 4 5
3. Explain information completely & carefully so the audience sees & accepts your info/P.O.V.	0 1 2 3 4 5
4. Give audience clear, concise, useful takeaways they can start using tomorrow.....	0 1 2 3 4 5
5. Close by directly asking the audience to take a specific action to utilize the session material	0 1 2 3 4 5
6. Answer all questions in the session thoughtfully, decisively, and thoroughly.....	0 1 2 3 4 5

**B. Structural & Organizational Influence**

7. Open with attention grabbing news, story, facts, etc. designed to increase audience interest	0 1 2 3
8. Give an easy-to-remember 3-point oral opening agenda to preview & guide learning/listening	0 1 2 3
9. Arrange session in logical sequence according to progression audience would ask questions	0 1 2 3
10. Discuss only a few significant points to fit time allotted—w/backups if extra time remains	0 1 2 3
11. Stress the benefits of the ideas, strategies, processes, approaches & why they lead to success	0 1 2 3 4 5
12. Use vocabulary to cue critical points for listeners (“The next point is important because...”)	0 1 2 3
13. Use numbered transitions between ideas & sections (“Let’s move to my 3rd point/part...”)	0 1 2 3
14. Add interactive segment (discussion, brainstorming, activity) to encourage active participation	0 1 2 3 4 5

**C. Vocal Influence**

15. Maintain appropriate volume so that everyone can hear you (not too soft or too loud).....	0 1 2
16. Deliver your talk at a conversational rate of speed--approx. 110 wpm (not too fast or slow)	0 1 2
17. Vary vocal tone & pitch to engage & emphasize meaning (Ex: “I didn’t say they cheated.”)	0 1 2
18. Project vocal enthusiasm as you express your interesting ideas--vocal energy is contagious	0 1 2
19. Articulate all words clearly to project ethos, intelligence & education (Ex: par-tic-u-lar-ly)	0 1 2
20. Maintain a fluent flow to your talk to strengthen credibility (smooth vs. choppy/uneven)	0 1 2
21. Add unexpected mid-sentence dramatic pause (deliberate silence) to stress important point	0 1 2
22. Omit double starts & empty filler words that distract the audience (Ex: Ah... Um... Okay...)	0 1 2
23. Get audience to verbally interact & participate to hold attention, help listening, build rapport	0 1 2 3 4 5

**D. Nonverbal Influence**

24. Acknowledge audience with direct eye communication to build trust & show confidence	0 1 2
25. Stand tall w/both feet flat on floor & use good posture to communicate poise & confidence	0 1 2
26. Use varied, natural gestures to emphasize a point, animate your discussion & engage people	0 1 2
27. Behave as if you were talking to 3-4 good friends to add a conversational manner.....	0 1 2
28. Use facial expressions to communicate and build rapport with the audience (smile more)	0 1 2
29. Project the image of a relaxed, confident professional to increase audience comfort levels	0 1 2

**E. Visual Image Influence**

30. Illustrate main messages w/ associative story or metaphor to hold attention & aid recall	0 1 2 3
31. Design crisp, uncluttered electronic or flipchart visual aids people can grasp in 10 seconds	0 1 2
32. Write a persuasive message caption above the visual aid so audience learns important point	0 1 2
33. Emphasize only critical points, situation, item- limiting visuals used to 1 or 2 per discussion	0 1 2