

ACOVA: Checklist for BUILDING a talk

AUDIENCE

- ☐ If I were listening to this talk, I would be totally interested.

CONTENT

- ☐ Important: I only say things that really matter.
- ☐ Connectors: I include things to make the audience think, “I get it! That connects to *my* life!”
- ☐ Explanations: I explain things that the audience would not have understood.
- ☐ Verbal viruses: I never ever say things such as “like” or “um” or “ya know.”

ORGANIZATION

- ☐ Grabber opening: After a few words, everyone in the audience will be paying attention and curious to know more.
- ☐ Great closing: I don’t just stop talking. I have a really cool finish to my talk.

VISUAL AID

- ☐ Easy to see: I made something large enough to be visible by everyone.
- ☐ Important: I only show things that really, really help my audience. I don’t have lots of words on the visual aid.
- ☐ Not decorated: I don’t have lots of silly stuff around the edges. I just have a couple of really good pictures.

APPEARANCE

- ☐ I look good. I went out of my way to dress like a big-time presenter.