CHECK LIST FOR LECTURE DELIVERY: CONTRACT

Please identify three (3) behaviors or activities you would like to work on this semester. Circle YES behind these three behaviors. Sign and date this form and make 2 copies. Return one copy to Dr. Roy by the second class meeting. Save the other copy to give to your peer reviewer.

1. APPEARANCE
   - A. appropriate for library setting and audience [YES] [NO]

2. STANCE, BODY POSTURE, AND GENERAL QUALITY OF VISUALS
   - A. anchor yourself but do not appear rigid [YES] [NO]
   - B. stand with feet apart; do not cross your legs [YES] [NO]
   - C. keep hands out of pockets [YES] [NO]
   - D. avoid pachyderm stance or monotonous pacing [YES] [NO]
   - E. avoid nervous gestures [YES] [NO]
     (hair tugging, paper clip twisting, podium rocking)
   - F. gesture with entire arm rather than from below elbow or wrist (avoid small gestures) [YES] [NO]

**** G. avoid overreliance on written notes; (E.g.: use thumb on script as guide) [YES] [NO]
   - H. slide papers rather than turn as pages [YES] [NO]
   - I. may hold onto podium for steadiness [YES] [NO]
   - J. use pointer to indicate details [YES] [NO]
   - K. project only portions of content if necessary [YES] [NO]
   - L. use smooth transition to graphic/presentation [YES] [NO]
   - M. do not leave blank screen projected [YES] [NO]
N. use smooth transitions  
O. make sure text/graphics are focused  
P. project content for an appropriate period of time  
Q. select appropriate content  
R. do not cram too much text onto slides  
S. have professional appearing graphics/text  
T. avoid turning back to audience  

3. YOUR VOICE  
A. vary pitch; aim for lower range; practice ALTO or BASS voice  
B. volume: talk louder than normal; practice  
C. speed: talk more slowly than normal  
D. pronunciation: practice, especially difficult words  
E. tone: interested; enthusiastic  
F. projection: shoulders back, spine straight  
G. tape record your voice  
H. eliminate overused words: e.g., basically  
I. eliminate disfluencies (ums, ahs, you knows, tsks, laughter, giggles)  
J. watch grammatical errors  
K. watch so that your voice does not drop at the end of sentences  
L. avoid verbalizing small `asides’ to yourself  
M. avoid engaging in private asides with co-presenter
N. practice with microphone; listen to previous speaker; test run before beginning; does leaning into mike create undesirable sounds?  

4. YOUR PACE  
   A. start at high energy level (aggressively)  
   B. introduction should be brief and interesting  
   C. pause after word or phrase for emphasis  
   D. speak important words or phrases louder for emphasis  
   E. repeat important words or phrases but without drilling  
   F. vary length of sentences  
   G. intersperse visuals  
   H. when appropriate, insert personal comments, anecdotes  
   I. consciously move from one place to another  
   J. mark pacing into your talk  

5. MAKE IT EASY TO FOLLOW YOU  
   ***** A. make structure apparent  
   B. distribute handout  
   C. choose simple words and sentences  
   D. may use appropriate references to popular culture to establish rapport  

6. YOUR CHOICE OF WORDS  
   A. watch jargon  
   B. peppy introduction  
   C. strong closing
D. attention-grabbing phrases

YES  NO

E. action verbs

YES  NO

7. YOUR TIMING

A. start on time

YES  NO

B. end on time

YES  NO

C. segment

YES  NO

D. make audience aware of outline

YES  NO

8. EYE CONTACT

A. scan: middle, left, right sides of room

YES  NO

B. mark your script if needed

YES  NO

9. YOUR SCRIPT OR NOTES

A. hide them

YES  NO

B. keep pages loose; do not staple

YES  NO

C. double or triple space

YES  NO

D. re-type additions; scribbles are hard to read

YES  NO

E. use care in reading from the top to the bottom of your script

YES  NO

10. USE OF HUMOR

A. use when natural; do not force

YES  NO

B. use with caution

YES  NO

11. INTERACTION

A. conduct early participatory activity

YES  NO

B. "What questions do you have?"

YES  NO

C. wait 10 seconds before moving on

YES  NO

D. repeat question if necessary

YES  NO
E. try not to interrupt  YES  NO

F. you can turn the question back to the audience  YES  NO

G. buy time if you need it; do not respond immediately  YES  NO

H. leave question box for shy questioners  YES  NO

I. gather feedback during breaks  YES  NO

J. do not be afraid to say "I don't know"  YES  NO

K. practice supportive vs. argumentative response  YES  NO

12. CONSIDER WORSE CASE SCENARIOS

1. sickness

2. last minute changes in scheduling: time, date, room

3. surprise topic

4. getting lost

5. insufficient or malfunctioning equipment

6. hecklers

7. disagreeable panel members

8. losing script; dropping pages

9. late co-presenter

10. co-presenter with weak time management skills