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

<table>
<thead>
<tr>
<th>Action</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. appropriate for library setting and audience</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. STANCE, BODY POSTURE, AND GENERAL QUALITY OF VISUALS

<table>
<thead>
<tr>
<th>Action</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. anchor yourself but do not appear rigid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. stand with feet apart; do not cross your legs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. keep hands out of pockets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. avoid pachyderm stance or monotonous pacing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. avoid nervous gestures (hair tugging, paper clip twisting, podium rocking)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. gesture with entire arm rather than from below elbow or wrist (avoid small gestures)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*** G. avoid overreliance on written notes; (E.g.: use thumb on script as guide)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. slide papers rather than turn as pages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. may hold onto podium for steadiness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. use pointer to indicate details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. project only portions of content if necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. use smooth transition to graphic/presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. do not leave blank screen projected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N. use smooth transitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O. make sure text/graphics are focused</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P. project content for an appropriate period of time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q. select appropriate content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R. do not cram too much text onto slides</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
S. have professional appearing graphics/text  YES  NO
T. avoid turning back to audience  YES  NO

3. YOUR VOICE

A. vary pitch; aim for lower range; practice ALTO or BASS voice  YES  NO

***** B. volume: talk louder than normal; practice  YES  NO
C. speed: talk more slowly than normal  YES  NO
D. pronunciation: practice, especially difficult words  YES  NO
E. tone: interested; enthusiastic  YES  NO
F. projection: shoulders back, spine straight  YES  NO
G. tape record your voice  YES  NO
H. eliminate overused words: e.g., basically  YES  NO

***** I. eliminate disfluencies (ums, ahs, you knows, tsks, laughter, giggles)  YES  NO

J. watch grammatical errors  YES  NO
K. watch so that your voice does not drop at the end of sentences  YES  NO
L. avoid verbalizing small `asides’ to yourself  YES  NO
M. avoid engaging in private asides with co-presenter  YES  NO
N. practice with microphone; listen to previous speaker; test run before beginning; does leaning into mike create undesirable sounds?  YES  NO

4. YOUR PACE

A. start at high energy level (aggressively)  YES  NO
B. introduction should be brief and interesting  YES  NO
C. pause after word or phrase for emphasis  YES  NO
D. speak important words or phrases louder for emphasis  YES  NO
E. repeat important words or phrases but without drilling  YES  NO
F. vary length of sentences  YES  NO
G. intersperse visuals  YES  NO
H. when appropriate, insert personal comments, anecdotes YES NO
I. consciously move from one place to another YES NO
J. mark pacing into your talk YES NO

5. MAKE IT EASY TO FOLLOW YOU
   ***** A. make structure apparent YES NO
   B. distribute handout YES NO
   C. choose simple words and sentences YES NO
   D. may use appropriate references to popular culture to establish rapport YES NO

6. YOUR CHOICE OF WORDS
   A. watch jargon YES NO
   B. peppy introduction YES NO
   C. strong closing YES NO
   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

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