

Delivery checklist

1. Look them in the eye, or between the eyes, or look at their shoulders. But do look at the people, not the ceiling or the back door.
2. Don't be afraid of pauses.
3. When you need to, look down at your notes in silence, then back up to the audience and continue speaking. Don't speak while looking down.
4. Make gestures firm (definite) and clear.
5. Use both big and small gestures, for big and small ideas.
 - As is true on stage, in front of a large class, small gestures may be lost, so they often must be slightly exaggerated.
6. Try not to have your hands working independently of your mouth—that is, learn to control fidgeting.
7. Don't be afraid of making a little noise—a pointer hitting firmly against a chalkboard can make a strong point.
8. Don't rove with your eyes too quickly—you'll look like a radar scanner. On the other hand, don't overly dwell on a single individual—tends to make that person squirm.
9. If you're flying without a podium, find the best, most comfortable, place for your hands.
10. Use the podium as a home base, not a shield.
11. Don't be afraid to smile (and to frown). Remember that gestures are not just in your hands and arms.
12. Be yourself.
13. Oh, the most important one:

NEVER JUST READ FROM YOUR NOTES.