Vocal Delivery Review

Listen to a recording without watching. Notice how your voice helps the audience understand the message. Choose one improvement at a time.

Recording _____ Date _____ Reviewer _____

Element	What to listen for	Notes or timestamp
Breath	Comfortable breathing, with pauses where the meaning allows.	
Pace	Changes that support meaning; clear sentence endings.	
Pause	Space for the audience to process important ideas.	
Pitch	Natural changes that fit the meaning, without forcing a lower voice.	
Volume	Audible and appropriate to the setting.	
Emphasis	Important words stand out without exaggerating the message.	
Articulation	Names numbers and technical terms are clear.	

Strength to preserve

One adjustment and the sentence I will use to practice it

Practice: Say “Sometimes you have to speak louder,” then repeat with softer, faster, and slower. Demonstrate each meaning without shouting or straining. Pause six seconds between lines; record and listen. Use these changes where they help your real message.

Visible Delivery Review

Watch the recording with sound off, then watch normally. Check whether words, voice, face, body, and timing support the same meaning. Adapt your delivery to your body and setting.

Element	What to observe	Notes or timestamp
Plant	Stable base without stiffness.	
Open	Face people with relaxed posture.	
Connect	Look toward people while completing a thought.	
Express	Face and gestures match the meaning.	
Move	Location changes have a purpose.	
Settle	Pause your movement and settle before speaking.	

One strength that supports credibility

Where did my words, voice, expression, movement, or timing send different messages?

What will I change, and how could it help people follow the message?

Rehearsal date _____ What changed afterward _____

Request a presentation review for specific feedback on your voice and visible delivery.

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