

SPEAK WITH PRESENCE

A Rehearsal Guide for Clarity & Delivery

Audio Review: What to Listen For

Here's what to focus on when reviewing your audio recording:

Pacing – Do I rush in places? Where could I slow down?
Remember: pauses create presence, emphasize key points, and signal confidence.

Clarity – Are my key points clear, or buried in too much detail?
The more detail you add, the more your main message gets diluted.

Fillers – Do I hear "um," "uh," or apologetic phrasing?
The best fix: replace fillers with silence. Silence is powerful.

Vocal Energy – Do I sound confident and engaging, or flat and monotone?
A keynote is a performance. Use your voice to help the audience feel the story.

Through Line – Is my central theme coming through clearly from start to finish?
A clear through-line keeps the audienceanchored and ensuresthey leave with your core message in mind.

Visual Review: What to Watch For

Here's what to notice when reviewing your video rehearsal:

Body Language – Do I look open and confident?
Stand tall: uprightposture, balanced head, relaxed shoulders. Use open gestures.An open hand is more invitingthan a pointed finger.

Eye Contact – Am I connecting with the "audience" instead of the floor or slides?
Engage different parts of the room with your eyes and body to create connection.
Movement – Is my movement intentional, or am I pacing without purpose?
Walk with intention. Move slowly and deliberately, unless the story calls for urgency.

Facial Expression – Am I using expressions to bring warmth and emotion to my message?
Practice a natural, pleasant look. It may feel like "too much" on the inside, but it reads just right on stage. This is the cure for RBF.

Audience Experience – If I were watching myself, would I feel inspired, energized, and connected?
The ultimate test is how it makes the audience feel. Always rehearse with their experience in mind.

This exercise is most effective when repeated regularly and reviewed with intention, not perfection.

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