**ACOVA checklist for BUILDING a talk**

**Audience**

* If I listened to this presentation, I would be totally interested.

**Content**

* Important: I only say things that matter.
* Connectors: I include things to make the audience think, “I get it! That connects to *my* life!”
* Explanations: I explain things that the audience would not have understood.
* Verbal viruses: I never say things such as “like” or “um” or “ya know.”

**Organization**

* Grabber opening: After a few words, everyone in the audience will be paying attention and curious to know more.
* Great closing: I don’t just stop talking. I have an impressive finish to my talk.

**Visual Aids**

* Easy to see: I made something large enough to be visible by everyone.
* Important: I only show things that are crucial to help my audience. I don’t have lots of words on the visual aid.
* Not decorated: I don’t have lots of silly stuff around the edges. I use powerful images.

**Appearance**

* I look good. I went out of my way to dress appropriately.