**Planning**
- what does this slide mean?
- where am I up to?
- how much time is left?
  - what’s next?
- am I delivering my message?
  - who is my audience?

**Preparation**
- appropriate vocabulary
- able to answer questions
- worthwhile research
  - key phrases
  - credibility
  - story and structure

**Internal**
- consciously present
- positive self-talk
- is the audience ‘with me’?
- pauses and speech pace
- faith in the material

**External**
- smiling
- relaxed
- enthusiastic
- eye contact
- vocal variety
- confident