



Make a Good First Impression

Making a good first impression is important. Here are a few questions you might want to ask yourself before getting up on a podium:

Do I present a positive attitude and a professional image?

The way you choose to present yourself reflects your attitude toward yourself, toward others, and toward the organization you represent. The attitude you choose affects the way people judge you and the Department. Do you reflect an accurate picture of the Department?

What do I look like?

Since body language and appearance reportedly account for 55% of your message, ask yourself the following questions:

- How is my posture? How do I stand, sit and move?
- Do I have any distracting habits?
- Do I maintain good eye contact?
- Do I project a healthy appearance?
- Is my clothing suitable? Are my accessories appropriate?

How do I sound?

Voice accounts for about 38% of your message, so ask yourself:

- Is the tone of my voice natural and pleasant?
- Do I speak too slowly or too quickly?
- Do I sound sincere and convincing?
- Am I being heard by everyone I'm addressing?

What do I say?

Although your words may account for only about 7% of your total message, you should evaluate your choice of words with questions such as:

- Have I used language that could be considered offensive, sexist or racist?