

# Client Presentation Analysis Checklist

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Rankings: E = Excellent, VG = Very Good, G = Good, F = Fair

| <b>Criteria</b>     | <b>E</b> | <b>VG</b> | <b>G</b> | <b>F</b> |
|---------------------|----------|-----------|----------|----------|
| Voice               |          |           |          |          |
| No Vocalized Pauses |          |           |          |          |
| Unfilled Pauses     |          |           |          |          |
| Vocal Emphasis      |          |           |          |          |
| Volume              |          |           |          |          |
| Pitch               |          |           |          |          |
| Rate                |          |           |          |          |
| Articulation        |          |           |          |          |
| Body Language       |          |           |          |          |
| Eye Contact         |          |           |          |          |
| Smiling             |          |           |          |          |
| Gesturing           |          |           |          |          |
| Posture             |          |           |          |          |
| Moving              |          |           |          |          |
| No Distractions     |          |           |          |          |
| Use of Notes        |          |           |          |          |