

Checklist  
for Chapter

2

GETTING TO KNOWING MY AUDIENCE

NOTES

Who is my audience?

What is their level of education? Does it matter?

What is their age-group? Does it matter?

What is their gender? Does it matter?

What is their occupation? Does it matter?

Will I speak to people in higher positions/ status to me?

Will I speak to people subordinate to me?

Am I aware of any attitudes, values, or feelings that might influence how the audience perceives my talk?  
Is my topic controversial?

Do they have to make a commitment or decision after the talk?



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