

### Exercise (3)

**Fill out this questionnaire while visiting the site of your upcoming presentation:**

1. What will be the seating arrangements? Will I have any control over this?

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2. What is the lighting like? Will I have any control over this?

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3. What visual aids will I be using? What will I need to use them? (screen, plugs, projector, etc.)

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4. What hostile environmental factors will I be facing? (after dinner, extraneous noise, etc.) What control will I have over these factors?

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5. Where will I stand when I speak? Where will I be seated beforehand? How will I walk up to the podium?

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