

Presentation Checklist

By Jake R Brady

- ☐ Planning
 - ☐ Determine the amount of time that you will have.
 - ☐ Selected the topic wisely.
 - ☐ Determine if you are familiar with all aspects of the topic.
 - ☐ Decide what is the purpose of the presentation.
 - ☐ Determine Who is the audience. Are there special considerations?
 - ☐ Check what are the facilities of the venue. Are there special considerations?
- ☐ Preparation
 - ☐ Decide if you want to use handouts If yes, make sure they are they reproduced clearly.
 - ☐ Decide if you want to use audio visual materials.
 - ☐ Check if you need to book equipment.
 - ☐ Test all the equipment.
 - ☐ Practise your timing.
 - ☐ Make sure to relax before and during delivery.
- ☐ Delivery
 - ☐ Introduce yourself or team.
 - ☐ Give overview of presentation.
 - ☐ Defined problem.
 - ☐ Presented benefits of solution early.
 - ☐ Emphasized key points.
 - ☐ Analyze data/results.
 - ☐ Plan a conclusion.
 - ☐ Use humor appropriately.
 - ☐ Keep eye contact with the audience.
 - ☐ Avoid fillers: "uhm" "you know"
 - ☐ Speak loudly enough to be heard.
 - ☐ Pronounce words clearly.
 - ☐ Speak without noticeable pauses in mid-sentence.
 - ☐ Use falling intonation at the end of sentences.
 - ☐ Look at entire audience.

- ☐ Do not read to audience much from screen.
- ☐ Used concept-related gestures to show relationships.
- ☐ Avoided nervous hand movements.
- ☐ Smile.