

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.