

# Public Speaking Checklist

By Kimberly French

- Preparation
  - Defined the purpose of the presentation.
  - Know who your audience is.
  - Know what the audience wants and/or needs to hear.
  - Select a method of development such as problem/solution, persuasive.
  - Make sure the presentation follows a logical order: introduction, content and closing.
  - Summarize the main points in closing.
  - Think about possible questions and prepare answers.
  - Encouraged the audience to take action.
  - Practice the presentation, out loud and standing.
  - Have your presentation timed out.
  - Prepare notes or an outline for the presentation.
  - Plan to arrive early for the presentation.
  - Be familiar with the location of the presentation.
  - Determine how you will hand out materials to the audience.
  - Confirm what audio/visual equipment will be available.
- Presentation
  - Look sharp, dress well.
  - Present the right look of authority.
  - Take out your cell phone and turn it off.
  - Make sure that there is a glass of water ready.
  - Arrange an introduction of yourself.
  - Create an interest-generating opening.
  - Include an overview of the presentation.
  - Provide any necessary background information.
  - Speak loud enough and slowly enough.
  - Make adequate eye contact with the audience.
  - Avoid reading.
  - Add humor whenever appropriate and possible.
  - Know when to stop talking.