

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.