

# 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.