

Oral Presentation Checklist

To feel confident of your presentation before you begin, use this check list. Make sure that you have done everything you can to prepare. It will make you feel more at ease and poised, not only to your subject, but also to your audience.

Preparation

- arrive prior to the presentation
- check audio-visual equipment
- demonstration models
- dress appropriately
- provide handouts at the beginning

Opening Remarks

- greeting the audience and introduce yourself
- grab attention: do this with a visual or statement, but make it relevant
- state the topic directly: what the presentation is about
- foreshadow the talk: provide the audience with an overview

Physical Attributes

- voice qualities: clarity, volume, inflection, vocalized pauses
- tempo, speed of delivery
- eye contact
- posture
- movement in the space
- gesture and distracting mannerisms: hold a pen or paper

Visual

- Do you have too many slide?—10-20-30 Rule (Guy Kawasaki)
- check that the visual match your content

Content

- word choice, grammar, language level
- evidence of organization
- coherent transitions
- suitable level of difficulty
- knowledgeable and accurate information
- new and interesting information
- persuasive

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Attitude

- projecting enthusiasm
- strategies for dealing with trait and situational anxiety

Closing Remarks

- review of information
- thank the audience
- asking if there are questions, if required