



FACULTY OF
BUSINESS &
ECONOMICS

Helpsheet

Giblin Eunson Library

PRESENTATION CHECKLIST

Use this sheet to help you:

- plan and assess presentations in terms of:
 - Overall Content
 - Introduction
 - Body
 - Conclusion
 - Delivery
 - Visuals/Equipment
 - Language

Overall content

- Appropriateness for audience (depth, detail, scope)
- Accuracy and relevance of points
- Strength of argumentation
- Interestingness
- Use of supporting examples, explanations, definitions, facts, figures, anecdotes
- Length

Introduction

- Introduction of self (and other presenters if necessary)
- Attention grabbing starter (anecdote, quote, question, amazing facts etc.)
- Introduction of topic and presentation of relevant background information
- Statement of main argument, focus or purpose
- Overview of presentation sequence
- Request for questions to be asked at the end (if desired)

Body

- Clear and logical sequence
- Language for transitions

Conclusion

- Language to indicate impending end of talk
- Restatement of main purpose or argument
- Summary
- Memorable final comment
- Invitation of questions and ability to manage them
- Statement of thanks

Delivery

- Body language: posture, gestures for emphasis, movement
- Position: not in front of visual support or behind desk or other equipment
- Voice: pronunciation, volume, fluency, expressiveness, pauses, speed
- Eye contact: constant and ranging across entire audience
- Use of notes
- Use of humour (if at all)
- Enthusiasm
- Confidence
- Friendliness
- Dress
- Interaction with audience
- Ability to manage questions and disruptions

Visuals / equipment

- Timely issuing of handouts
- Visuals: clear, attractive, professional, consistent in design, relevant, referenced
- Appropriate references to visuals in presentation
- Audio-visual equipment checked and ready before presentation
- Use of equipment (whiteboard, overhead projector, computer, visualiser, screen)

Language

- Accurate vocabulary
- Accurate grammar
- Explanations of technical terms
- Appropriate level of formality
- Clarity of sentences and language
- Concision