PRESENTATION CHECKLIST

Use this sheet to help you:

- plan and assess presentations in terms of:

  ° Overall Content
  ° Introduction
  ° Body
  ° Conclusion
  ° Delivery
  ° Visuals/Equipment
  ° Language
PRESENTATION CHECKLIST

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)
PRESENTATION CHECKLIST

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