
Presentation Checklist

Presentation Creation

- Outline was used to ensure logical development
- Introduction is short but gives sufficient orientation to the subject
- Main points are clear
- Main points follow a logical order
 - The points link together into a narrative
- Main points receive balanced treatment
- Main message is recapitulated in the conclusion
- Slide information is conveyed in short phrases, not full sentences
- There is less than one slide per minute of presentation
 - *Note: A good starting point is 0.75 slides per minute, but the actual number will depend on the content density of the slides. If there is too much content (too much information or too many slides), the message will need to be condensed or refocused.
- There is lots of white space, so the viewer is not distracted
- Speaker's notes are available to use in case of technical difficulty

Presentation Practice

- 1st practice presentation alone
Time:
- 2nd practice presentation alone
Time:
- Presentation in front of friend
Time:
- Presentation in front of roommate or family
Time:
- The presentation fits the allotted speaking time
- Feedback has been incorporated (timing, body language, aesthetic) into the presentation

Presentation Set-up

- A back-up copy of the presentation file is available (e.g., email to a webmail account)
- The PowerPoint presentation has been tested on the presentation equipment
- Checked face with a mirror (e.g., no food in teeth)
- Checked clothing (e.g., no tags exposed, zippers undone)
- Generated internal emotion for the subject (e.g., enthusiasm, righteous anger, objective interest)
- Checked order of speaker's notes

During Presentation

- Introduced self and topic
- Focused voice on people at rear of group
- Portrayed confidence (relaxed posture, no fidgeting, eye contact, movement around presentation area, gestures)

During Question Period

- Repeated the questions so everyone can hear them. Clarified them as necessary
- If necessary, discreetly stalled for time before answering
- If necessary, directly stated inability to answer question