**Presentations Checklist**

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| **Activity** | **Completed?** |
| Identify the knowledge and interest level of the audience | Yes | No  | N/A  |
| Identify central message/purpose | Yes | No  | N/A  |
| Identify and understand assessment criteria (if any) | Yes | No  | N/A  |
| Write draft of presentation | Yes | No  | N/A  |
| Pilot and amend presentation | Yes | No  | N/A  |
| Reconnoitre facilities (room, microphone, acoustics and audio-visual equipment)  | Yes | No  | N/A  |
| Practice presentation – 1st session | Yes | No  | N/A  |
| Practice presentation – 2nd session | Yes | No  | N/A  |
| Practice presentation – 3rd session | Yes | No  | N/A  |