

## Presentation checklist

Photocopy this checklist and use it to review your own presentations.

- My introduction: tells the audience what I am talking about and why.
- It has a 'hook' telling the audience why they should listen – it is....
- I have a clear agenda telling people the 'order' of my talk.
- I will write my agenda – and speak it.
- I have a logical structure – it does answer the question set.
- I have thought about my audience – in terms of language, tone, style and interesting AVA.
- I prepared a script – made my cue cards – then destroyed my script.
- I have illustrated my main points in my AVA.
- I have made a poster to support my presentation – and will display that as I speak.
- I have made a Prezi presentation and embedded all my resources on that.
- I will not pass anything around because that disrupts a presentation.
- My slides and handouts are simple and clear – I have used mainly pictures – and few words.
- Each part of my presentation follows the paragraph questions.
- I have remembered to discuss my evidence.
- When I want people to make notes, I will pause and let them do so.
- I have concluded each section by making a point that relates back to the overall question.
- I have remembered my signposts and my discourse markers.
- I have a conclusion that revisits my main arguments and re-states my main points.
- I am prepared for the question and answer session.
- I have checked my mannerisms or gestures (I won't fiddle with a pen or scratch my nose).
- I have practised my positive thinking.



### Photocopiable:

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