

Presentations checklist

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