

Presentation Checklist

Planning

- Have you used a planning grid or other system for planning and focusing your presentation?
- Have you learned all you can about the expectations for the presentation?
 - The size of the room.
 - The layout of the room.
 - Any obstructions in the room that might limit the audience's visibility.
 - The size of the audience.
 - The time of day (may affect attention span).
 - The knowledge or expertise level of the audience.
 - The availability of projection equipment, flip chart, chalk- or white board.
 - The expected level of formality of the talk.
- Have you prepared visual aids that take the following into consideration?
 - Limit yourself to one idea per overhead or slide.
 - Use slides for main ideas, not to reproduce the text of your speech.
 - Use color consistently and purposefully.
 - Use readable fonts.
 - Use font faces and sizes consistently.
 - Limit the number of visuals.
 - Use animations and sound effects purposefully.
- Have you considered the following time-eaters?
 - Reading the slides.
 - Distributing handouts.
 - It's better to be under than over your time.
- Have you established key points that are thematically integrated?
 - Consider employing the concept of equivalence chains outlined in Chapter 11 on proposal writing.
 - Consider how each of your points relates to your overall purpose and theme.

Introduction

- Does your introduction set the agenda?
 - What will you be covering?
 - How?
- Does your introduction get the audience's attention without insulting, embarrassing, or boring them?
- Does your introduction establish a connection between you and your audience?
 - Importance of your topic to this audience.
 - Intersections between your interests and theirs.
 - The benefit of your topic to the audience.

- Your credentials.

Presentation

- Do you keep the audience oriented by emphasizing where you are in the talk?
- Do you summarize frequently?
- Do your visual aids give the audience a different view of your content rather than reproducing it?
- Do you continually reiterate the connection you've established between your material and the audience's needs?
- Do you use simple, direct language?
- Do you vary your sentences, as well as your tone, gestures, and inflection?
- Do you convey your own interest in the subject matter?
- Have you practiced your speech enough to work out pacing problems such as the following?
 - Having too much to say for the allotted time.
 - Speaking too fast for your audience to keep up.
 - Speaking so slowly that your audience loses concentration.
- Have you carefully timed and sufficiently practiced your talk so that it runs a little under the allotted time?

Finishing Up

- Restate your main points.
- State how your audience should use what you've told them.
- End strongly and positively; leave them with a key phrase or idea, presented in a natural, compelling manner.