

Making Oral Presentations Checklist

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A guide to help you prepare and improve your presentations

Y	N	NA	Preparation
			gathered relevant information about the audience? what are their interests? what do they know; what do they want/need to know; what is a worthwhile investment of their time?
			decided on the goal(s) of my presentation?
			identified a way of starting that will grab the audience?
			made a brief outline? prioritize topics and allocate time accordingly
			structured the presentation in a logical and intriguing way?
			broken my material into short sections so there are opportunities for questions and discussion?
			created bridges/transitions for helping audience move from one segment to another?
			built in variety, surprise, and changes of pace?
			made sure that I won't be overwhelming the audience with too much detailed information?
			prepared myself so I can adapt to unexpected events and needed changes?
			identified and made arrangements for audiovisuals and other resources?
			made sure I know how to use any equipment needed during my presentation? check out AV equipment ahead of time; have backup cords, bulbs, adapters, etc; prepare for the worst!
			made sure I know the lighting requirements for the equipment; know where the switches are and what settings are needed
			made sure I have a plan for monitoring the time?
			allowed at least 1-2 minutes per slide in planning the talk?
			developed a conclusion related to the purpose and body of the presentation?
			anticipated questions and prepared responses? rehearsed answers to difficult questions?
			practiced making my presentation?
			practiced in front of a group of colleagues? (use the checklist below for your practice)
			The talk (style)
			did I introduce myself?
			try to be myself and set a relaxed tone for the session?
			project a sense of purpose, positive anticipation, and enthusiasm?
			capture the learners' interests?
			tell the audience the goal of the presentation and what I planned to do? avoid weak introductions (such as apologies, jokes, rhetorical questions)
			make eye contact with the audience? look at your audience in random rotating order?
			position myself to enhance rapport with the audience (e.g., walk toward audience as I talked with them)? use physical space and body movement?
			use natural gestures? NO jingling change in a pocket, toying with notes, or shifting from one foot to the other
			avoid distracting dress and mannerisms?
			use the pitch and volume of my voice effectively?

	speaking at a pace that was appropriate for my audience and the material?
	delivering material in a clear, energetic way?
	sounding spontaneous? do NOT read from the slides or look at notes!
	using variety and relief, novelty and uniqueness, pauses?
	using humor appropriately?
	showing audience something rather than just telling them about it?
	using audiovisuals effectively? don't block the audience's vision; limit the time your back is to the audience!
	asking questions of the audience and giving audience a chance to respond?
	encouraging participation in other ways (e.g., through brainstorming)?
	bringing the topic to life (e.g., through role playing or a patient interview)?
	paying attention to audience's nonverbal messages (e.g. puzzlement, fatigue) and adjusting accordingly?
	not letting interruptions disrupt my composure?
	monitoring the time?
	avoiding introducing new points in the last few minutes of the presentation?
	The Powerpoint Slides
	using simple font? large enough to see from the back of the room (titles 44 pt, NO type smaller than 18 pt)?
	making one and only one key point per visual?
	placing topic in context? explaining why it is important; setting the tone, providing an outline or roadmap?
	using transitions to move smoothly from one slide to the next?
	using key phrases in my slides as prompts? NO whole sentences you may be tempted to read!
	asking myself - can the audience quickly and easily grasp what they see?
	not using a page full of numbers - translating into representative pie charts, bar graphs, or 2- or 3-D plots
	using diagrams, "cartoons", or models to present complex concepts? a well designed diagram or chart can often make your point more quickly and clearly than words
	having a good reason for showing each and every slide?
	summarizing: reviewing, highlighting and emphasizing key points I intended to make in the talk? setting final image, providing closure; don't trail off, don't use trite phrases
	drawing conclusions - where are we? what does all of this mean? what's the next step?
	acknowledgements?
	Answering Questions
	before answering, did I understand the question, paraphrase it if necessary; repeat it if needed?
	did I digress? be honest: if you can't answer the question, say so
	reinterpreting loaded questions before answering?