

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?
		deliver material in a clear, energetic way?
		sound spontaneous? do NOT read from the slides or look at notes!
		use variety and relief, novelty and uniqueness, pauses?
		use humor appropriately?
		show audience something rather than just telling them about it?
		use audiovisuals effectively? don't block the audience's vision; limit the time your back is to the audience!
		ask questions of the audience and give audience a chance to respond?
		encourage participation in other ways (e.g., through brainstorming)?
		bring the topic to life (e.g., through role playing or a patient interview?)
		pay attention to audience's nonverbal messages (e.g. puzzlement, fatigue) and adjust accordingly?
		don't let interruptions disrupt my composure?
		monitor the time?
		avoid introducing new points in the last few minutes of the presentation?
		The Powerpoint Slides
		use simple font? large enough to see from the back of the room (titles 44 pt, NO type smaller than 18 pt)?
		make one and only one key point per visual?
		placed topic in context? explain why it is important; set the tone, provided an outline or roadmap?
		used transitions to move smoothly from one slide to the next?
		use key phrases in my slides as prompts? NO whole sentences you may be tempted to read!
		ask myself - can the audience quickly and easily grasp what they see?
		don't use a page full of numbers - translate into representative pie charts, bar graphs, or 2- or 3-D plots
		use 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
		have a good reason for showing each and every slide?
		summarize: review, highlight and emphasize key points I intended to make in the talk? set final image, provide closure; don't trail off, don't use trite phrases
		draw 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
		reinterpret loaded questions before answering?