



Presentations checklist

Use the checklist below as a guide to helping you prepare a presentation. Remember to always check your assignment marking criteria and rubrics as well.

Your content	Your visual aids (if any)
<ul style="list-style-type: none"><input type="checkbox"/> addresses the question or task that has been given<input type="checkbox"/> has a structure for the delivery of your content with ideas that are logically sequenced<input type="checkbox"/> has an introduction that has an appropriate length in proportion to the entire presentation, and includes an outline or preview of the content<input type="checkbox"/> has a body of information that has main points that are well developed, and contain some analysis as well as a description<input type="checkbox"/> has a conclusion where an appropriate summary of the main points is made and the thesis is restated, and concluding comments are made in support of the main purpose of the talk	<ul style="list-style-type: none"><input type="checkbox"/> are relevant and used effectively to support the content<input type="checkbox"/> are managed in an organised manner so as not to interrupt the flow of the talk<input type="checkbox"/> have a number of slides that is in reasonable proportion to the length of the presentation<input type="checkbox"/> are clearly visible utilising an appropriate font, colour and point size that may be easily and quickly read and contain clear headings<input type="checkbox"/> have been proofread for typos<input type="checkbox"/> have sources appropriately acknowledged on slides using appropriate referencing style (see subject outline or assessment instructions for necessary requirements)
In your practiced presentation	
<ul style="list-style-type: none"><input type="checkbox"/> the allotted time has been met (see subject outline or assessment instructions for necessary requirements)<input type="checkbox"/> content is delivered in a spoken style with minimal reading or reference to notes<input type="checkbox"/> fillers — “umm”, “aah”, etc — were not overused<input type="checkbox"/> speaker(s) projected their voices appropriately and were clearly understood by the audience<input type="checkbox"/> speaker(s) maintained an appropriate pace neither speaking too slowly or quickly during their part of the presentation	<ul style="list-style-type: none"><input type="checkbox"/> speaker(s) maintained appropriate eye contact with most of the audience<input type="checkbox"/> speaker(s) maintained natural body posture<input type="checkbox"/> speaker(s) used appropriate hand gestures<input type="checkbox"/> speaker(s) acknowledged sources of information throughout the presentation as appropriate (see subject outline or assessment instructions for necessary requirements)<input type="checkbox"/> speaker(s) allotted time for questions (see subject outline or assessment instructions for necessary requirements)

Even the most experienced presenters can get nervous when the stakes are high. Try the Study Smart resource: [Reducing anxiety](#) (PDF 46 kB).