



## 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

- ☐ addresses the question or task that has been given
- ☐ has a structure for the delivery of your content with ideas that are logically sequenced
- ☐ has an introduction that has an appropriate length in proportion to the entire presentation, and includes an outline or preview of the content
- ☐ has a body of information that has main points that are well developed, and contain some analysis as well as a description
- ☐ 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

### Your visual aids (if any)

- ☐ are relevant and used effectively to support the content
- ☐ are managed in an organised manner so as not to interrupt the flow of the talk
- ☐ have a number of slides that is in reasonable proportion to the length of the presentation
- ☐ are clearly visible utilising an appropriate font, colour and point size that may be easily and quickly read and contain clear headings
- ☐ have been proofread for typos
- ☐ have sources appropriately acknowledged on slides using appropriate referencing style (see subject outline or assessment instructions for necessary requirements)

### In your practiced presentation

- ☐ the allotted time has been met (see subject outline or assessment instructions for necessary requirements)
- ☐ content is delivered in a spoken style with minimal reading or reference to notes
- ☐ fillers — “umm”, “aah”, etc — were not overused
- ☐ speaker(s) projected their voices appropriately and were clearly understood by the audience
- ☐ speaker(s) maintained an appropriate pace neither speaking too slowly or quickly during their part of the presentation
- ☐ speaker(s) maintained appropriate eye contact with most of the audience
- ☐ speaker(s) maintained natural body posture
- ☐ speaker(s) used appropriate hand gestures
- ☐ speaker(s) acknowledged sources of information throughout the presentation as appropriate (see subject outline or assessment instructions for necessary requirements)
- ☐ 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).