Presentation Checklist

Consider these suggestions when preparing for your presentation:

- **Delivery of Presentation**
  - Eye contact - Do not turn your back to the audience. Look at the entire audience, not just the teacher or supervisor.
  - Focus on Audience - Do not stare at or read slides or your computer screen
  - Speak clearly, loudly and slowly
  - Confidence - Speak on topics with authority
  - Professionalism of Talk - Remember to dress well, stand up straight, and stay focused.
  - Time Yourself - Does the presentation meet the length requirement?
  - Practice, Practice, Practice!
  - Smile!

- **Speech**
  - Topics - Make sure you meet the assignment requirements
  - Organization - Is there an order and natural flow to your presentation?
  - Main Points - Make them critical, complex, original and based on reasoning.
  - Content - Writing includes ONLY the main points, not too much writing on each slide
  - Connect ideas on slides to your speech – no tangents!

- **Visual Presentation**
  - Format - Prezi, Power-point, or Google docs are most popular
  - Photos and Graphics - Choose ones that enhance (not distract from) your information.
    - Balance between graphics and information.
  - Movement - Use animations but sparingly.
  - Artistic Characteristics - colors, contrast and font changes. Be creative but not flashy.
  - Colors - Avoid neon, bright colors, and plain black and white color schemes
  - Quantity - Think about including 1-2 slides per minute of speech
  - Proofread all of your content!