



- Is my grammar correct?
- Do I speak with fillers such as "uh" or "um"?
- Is my vocabulary concise and appropriate?
- Do I make a credible impression?

Presentation Skills Checklist

Every good presentation requires planning and assessment. Use the checklist below to help you prepare your talk. After each presentation, note any areas where you need to improve.

- Set basic objectives before planning a presentation.
- Analyse the needs and constraints of the audience.
- Outline the main ideas first and then incorporate supporting points.
- Include preview and review points to help guide the audience.
- Develop an opening to catch the attention of the audience.
- Develop a strong concluding statement.
- Use visual aids that are carefully prepared and easy to read to enhance your presentation.
- Rehearse in order to feel certain of your material, visual aids and delivery.
- Write only key words on a note card to avoid reading from a manuscript.
- Prepare answers to anticipated questions, and practise responding.
- Arrange seating (if appropriate) and check audiovisual equipment before the presentation.
- Speak with enthusiasm and with a strong, clear voice.
- Maintain good eye contact with the audience at all times, and use natural gestures.