

Checklist for Presentation Transcript

Title: Checklist for Presentation

Planning the Presentation

- ✓ Determine whether an oral presentation will be more effective than a written report.
- ✓ Determine your purpose. What response do you want from your audience?
- ✓ Analyze your audience in terms of demographic factors, level of knowledge, and psychological needs.
- ✓ Select an appropriate delivery method.

Organizing the Presentation

- ✓ Brainstorm. Write down every point you think you might cover in the presentation.
- ✓ Separate your notes into the opening, body, and ending. Gather additional data if needed.
- ✓ Write an effective opening that introduces the topic, discusses the points you'll cover, and tells the audience what you hope will happen as a result of your presentation.
- ✓ In the body, develop the points fully, giving background data, evidence, and examples.
- ✓ Organize main points logically.
- ✓ To maintain credibility, discuss any major negative points and be prepared to discuss any minor ones.
- ✓ Place the presentation of data to avoid presenting facts and figures too quickly.
- ✓ Finish on a strong, upbeat note by summarizing your main points, adding a personal appeal, drawing conclusions and making recommendations, discussing what needs to be done next, or using some other logical closing.
- ✓ Use humor only when appropriate and only if you are effective at telling amusing stories.

Planning Team and Online Presentations

- ✓ Spend adequate time preparing for a team presentation to ensure coherence. Coordinate introductions, transitions, positioning– and how you'll handle questions.
- ✓ When delivering a presentation online, consider shorter segments, plan ways to keep the audience engaged, and practice using the technology.

Developing visual Support

- ✓ Create visuals to complement your presentation.
- ✓ Present main points clearly and reinforce them throughout your presentation with diver slides or a slide tracker.
- ✓ Customize a slide design template to create something original and relevant to your presentation. Choose simplicity over complexity.
- ✓ Where possible, replace text with graphics for easier reading and to show how your points relate to each other.
- ✓ Supplement your presentation with video and handouts, as appropriate for your audience and objectives.

Practicing and Delivering the presentation

- ✓ Rehearse your presentation extensively, simulating the actual speaking conditions as much as possible and using your visual aids.
- ✓ Use simple language, short sentences, and an extemporaneous delivery style.
- ✓ Stand tall and naturally, and speak in a loud, clear, enthusiastic, and friendly voice. Vary the rate and volume of your voice.
- ✓ Use correct diction and appropriate gestures.
- ✓ Dress appropriately – in comfortable, businesslike, conservative clothing.
- ✓ Maintain eye contact with the audience, including all comers of the room in your gaze.
- ✓ To avoid anxiety, practice extensively, develop a positive attitude, and concentrate on the friendly faces in the audience.
- ✓ Plan your answers to possible questions ahead of time. Listen to each question carefully, and address your answer to the entire audience.