

Class	Seat	Name	Student number	Date

Suggested Checklist for Oral presentations

Planning Checklist

- Have I allowed myself time?
- Have I selected my topic wisely?
- Am I familiar with all aspects of the topic?
- What is the purpose of my presentation?
- Who is the audience? Are there special considerations?
- What are the facilities of the venue? Are there special considerations?

Preparation Checklist - Structure

- Is my content comprehensive?
- Have I got an overview?
- Have I got detailed examples where appropriate?
- Is my content presented logically?
- Have I prepared my presentation so that the audience can follow?
- Have I balanced content with critical analysis?
- Do I need to consider audience participation?
- If so, do I need to develop my discussion control techniques?

Preparation Checklist - Resources

- Do I want/need handouts?
- If so, are they reproduced clearly?
- Have I incorporated them correctly?
- Do I want/need audio visual materials?
- If so, can the audience see them?
- Are they relevant?
- Have I incorporated them correctly?
- Does all the equipment work?
- Do I know how to use it?

Practice Checklist

- Have I practiced my timing?
- Have I checked my tone and voice projection?
- Have I practiced not using fillers such as ...um...ah?
- Have I avoided over use of my favorite words and phrases?
- Do I have my memory prompts?
- Am I well prepared?
- Do I know how to relax before and during delivery?
- Am I going to keep eye contact with the audience?
- Am I aware of my non verbal traits?

Evaluation Checklist

- During delivery will I take notice of immediate audience feedback such as yawns, wandering eyes, nods of agreement, smiles?
- How will I handle criticism?
- What will I do if I think the criticism is unfair?
- What will I do if the audience misunderstands some of what I say?
- What are my plans to overcome my admitted shortcomings?