

Presentation Checklist

Did you introduce yourself to your audience?	Yes No
Did you aim to arouse the interest of your audience?	Yes No
Did you begin with a clear introduction of your topic and an overview of what you would cover?	Yes No
Were your ideas presented clearly with a logical flow from one point to the next?	Yes No
Did you conclude by summing up what you had covered?	Yes No
Were your visual aids clear and easy to read?	Yes No
Did you have good control of your material with everything in the correct order?	Yes No
Did you make appropriate use of facts and figures? Could your audience understand them?	Yes No
Did you avoid reading too much from your notes?	Yes No
Were you comfortable and relaxed?	Yes No
Did you display any nervous gestures, such as hand-waving or pen-clicking?	Yes No
Were you enthusiastic?	Yes No
Did you speak loudly enough?	Yes No
Did you speak too quickly or too slowly?	Yes No
Were there any words you had problems pronouncing?	Yes No
Did you get your timing right? Too long? Too short?	Yes No
Did you allow time for questions, and invite your audience to make comments (rather than just asking, 'any questions?').	Yes No

