



Presentation checklist

After you have given your presentation ask yourself these questions:

- Did you introduce yourself to your audience?
- Did you aim to arouse the interest of your audience?
- Did you begin with a clear introduction of your topic and an overview of what you would cover?
- Were your ideas presented clearly with a logical flow from one point to the next?
- Did you conclude by summing up what you had covered?
- Were your visual aids clear and easy to read?
- Did you have good control of your material with everything in the correct order?
- Did you make appropriate use of facts and figures? Could your audience understand them?
- Did you avoid reading too much from your notes?
- Were you comfortable and relaxed?
- Did you display any nervous gestures, such as hand-waving or pen-clicking?
- Were you enthusiastic?
- Did you speak loudly enough?
- Did you speak too quickly or too slowly?
- Were there any words you had problems pronouncing?
- Did you get your timing right? Too long? Too short?
- Did you allow time for questions, and invite your audience to make comments (rather than just asking, 'any questions?').