

Presentation Skills: Checklist

Checklist – Presentations

Below is a checklist for the whole presentation. Ask a peer to use it to assess you when you practise.

Item – Structure	OK?	Comments
In the introduction , the speaker: <ul style="list-style-type: none"> • greets the audience • states the purpose • arouses interest - question, story • gives the structure • gives the timing • mentions the Q&A 		
In the main body , the speaker does the following: <ul style="list-style-type: none"> • selectively presents important data • uses signpost phrases to signal new sections • comments on important information • refers to visual aids 		
In the conclusion , the speaker: <ul style="list-style-type: none"> • reviews the purpose • summarises the main points • gives a final 'take-away' message 		
In the Q&A section, the speaker: <ul style="list-style-type: none"> • answers questions clearly • repeats questions if (s)he is unsure what the questioner asked • says (s)he will answer the question later if (s)he does not know the answer 		
Item (I can/the speaker does)	OK?	Comments
greet the audience		
state the purpose		
give the structure of the presentation		
inform the audience about timing and handling questions		
refer to visuals using appropriate language		
give transitions between sections		
sum up and conclude		
thank the audience and invite questions		

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Item – Body Language	OK?	Comments
Posture is confident (standing up straight)		
Hands are held in a comfortable position		
Position is good (facing the audience, not talking to the screen or notes)		
Movement is natural (not too much or too little)		
Hands are used well (to emphasise points, to count, to demonstrate)		
Nervous gestures (touching hair/glasses) are avoided		
Eye contact is maintained throughout the presentation		
The speaker looks at the whole audience (not just one or two people)		
The speaker avoids talking to the screen/notes		
Item – Delivery	OK?	Comments
Pace is a little slower than normal speed		
The pace is varied: more quickly for function words/phrases, more slowly for content words		
Volume is appropriate		
The speaker is audible from the back of the room		
Stress is used to emphasise key points		
Item – Visual Aids	OK?	Comments
Diagrams/images are big enough to be seen from the back		
Not too much data in diagrams/tables		
Not too much text on one page (6 by 6 rule)		
PowerPoint colour is OK (light background, dark letters)		
Visual aids cover main points of presentation		
You have a visual (PowerPoint slide/whiteboard) which will show the structure of the presentation		
All images give useful information		
Not too many slides/images/handouts		