# Presentation Checklist
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## *Content*
- ☐ Introduce yourself/team
- ☐ Give overview of presentation
- ☐ Define problem
- ☐ Present benefits of solution early
- ☐ Emphasize key points/ "News"
- ☐ Coherent pattern of organization
- ☐ Sufficient detail to support claims
- ☐ Find ways to emphasize your expertise
- ☐ Summarize benefits clearly at end
- ☐ Plan a conclusion (not just "I guess that's it.")
- ☐ Use humor appropriately

## *Delivery*
- ☐ Avoid fillers: "uhm" "like" "you know"
- ☐ Speak loudly enough to be heard in the room
- ☐ Pronounce words clearly
- ☐ Use precise diction
- ☐ Speak without noticeable pauses in mid-sentence
- ☐ Use falling intonation at the end of sentences (avoid upward "questioning" intonation that seems uncertain)
- ☐ Vary pace of delivery
- ☐ Vary pitch for emphasis
- ☐ Look at all portions of audience
- ☐ Speak key point, intro, and conclusion without reading
- ☐ Do not read to audience much from screen
- ☐ Use concept-related gestures to show relationships
- ☐ Avoid nervous hand movements
- ☐ Stand straight
- ☐ Plant feet
- ☐ Smile

## *Visuals*
- ☐ Persuasive slide titles ("Tiptronic Boosts Acceleration") rather than low content phrases ("Performance")
- ☐ Appropriate number of words and images on slides (not overloaded)
- ☐ Font sizes can be read easily
- ☐ Diagrams focus on critical elements, not excessive in detail
- ☐ "Detail" or "excerpt" diagrams identify key components or decisions
- ☐ Comparisons that make analysis or design choices clear and easy to evaluate
- ☐ Background does not interfere with diagrams or text
- ☐ Sufficient "white space" to make organization of information clear
- ☐ Images suit purpose
- ☐ Color choices are easy to view

## *Questions and Answers*
- ☐ Prepare additional slides in anticipation of questions
- ☐ Listen to questions without interrupting
- ☐ Repeat /rephrase questions to make sure that you and the audience understand.
- ☐ Challenge definitions or criteria presented in questions that are not relevant
- ☐ Begin with a general statement of overall answer then add details
- ☐ Do not evaluate questions ("That's a good question.")
- ☐ Address response to everyone not just person who asks question
- ☐ Step toward questioner or at least hold position (no retreat)
- ☐ Avoid cover-up gestures (hands behind back, fig leaf, or arms crossed)
- ☐ Wrap up Q&A with a strong answer or summary comment