

# PRESENTATION CHECKLIST

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

## OBJECTIVES

<input type="checkbox"/>	Learning outcomes
<input type="checkbox"/>	Assignment guidance
<input type="checkbox"/>	Grading criteria
<input type="checkbox"/>	Audience
<input type="checkbox"/>	Environment
<input type="checkbox"/>	Length
<input type="checkbox"/>	Style

## POWERPOINT

<input type="checkbox"/>	Student 365
<input type="checkbox"/>	Templates
<input type="checkbox"/>	Designer
<input type="checkbox"/>	Font - Sans Serif e.g. Calibri, Arial etc.
<input type="checkbox"/>	Font size - titles 36-44, headings 28-36, body 18-24
<input type="checkbox"/>	Avoid too much text

## LANGUAGE

<input type="checkbox"/>	Opening phrases
<input type="checkbox"/>	Refer to learning objectives/purpose of presentation
<input type="checkbox"/>	Transition phrases
<input type="checkbox"/>	Closing phrases
<input type="checkbox"/>	Inviting questions

## STRUCTURE

<input type="checkbox"/>	Introduction
<input type="checkbox"/>	Body
<input type="checkbox"/>	Conclusion
<input type="checkbox"/>	Q&A
<input type="checkbox"/>	Reference list
<input type="checkbox"/>	Appendix

## VISUAL AIDS

<input type="checkbox"/>	Slides
<input type="checkbox"/>	Images, illustrations, video
<input type="checkbox"/>	Props
<input type="checkbox"/>	Data representations
<input type="checkbox"/>	Digital whiteboards
<input type="checkbox"/>	Digital handouts
<input type="checkbox"/>	QR codes
<input type="checkbox"/>	Polls & surveys

## DATA

<input type="checkbox"/>	Use PPt or Excel
<input type="checkbox"/>	Choose type of chart
<input type="checkbox"/>	Clear titles/legends

## NERVES

<input type="checkbox"/>	Get enough sleep
<input type="checkbox"/>	Have water available
<input type="checkbox"/>	Breathing exercises
<input type="checkbox"/>	Focus on mindset & visualisation