

# 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

## 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

## 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
<input type="checkbox"/>	Include in-text references
<input type="checkbox"/>	Colour palettes - avoid red/green, blue/red
<input type="checkbox"/>	Images - high res, appropriate, culturally sensitive, diversity, accessibility, consent, file size
<input type="checkbox"/>	Animations
<input type="checkbox"/>	Transitions - inc. topic transitions
<input type="checkbox"/>	Video
<input type="checkbox"/>	Audio
<input type="checkbox"/>	Presenter notes & view

## DATA

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

## 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

## PRACTISE

<input type="checkbox"/>	Setting
<input type="checkbox"/>	With audience
<input type="checkbox"/>	Time yourself - use Rehearse Timings & Speaker Coach on PPT
<input type="checkbox"/>	Share content in academic tutorials
<input type="checkbox"/>	Pauses
<input type="checkbox"/>	Body language
<input type="checkbox"/>	Posture
<input type="checkbox"/>	Using notes
<input type="checkbox"/>	Energy & volume
<input type="checkbox"/>	Test tech
<input type="checkbox"/>	Ask for feedback
<input type="checkbox"/>	Reflect & refine

## 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