

# Checklist for oral presentations

A checklist for preparing, designing and delivering your next oral presentation.

## Preparing to write my presentation

---

### Presentation Purpose

- Have I analysed the assignment criteria so I am clear about the purpose of my presentation?
- Is there a time limit? (This will influence the amount of detail you can include).
- How does my presentation relate to unit outcomes, weekly topics and assessment criteria?
- Do I need to include in-text citations and a slide with a reference list? If so make sure it is in a referencing format specified by your lecturer.
- Are there instructions about using visuals?
- Do I need to allow time for audience questions?

### Audience

- What definitions/key words do I need to define or explain to this audience? (You can assume a certain level of technical language).
- How will I keep my audience engaged?
- What information can I put in a graph, table, figure, etc. to better explain my point?
- How can I encourage the audience to ask questions?

### Researching my topic

- Have I used the Deakin Library Resource Guides or the Library database to find articles from peer reviewed journals or other readings?
- Have I evaluated my sources? Use the CRAAP test to check – Currency, Relevance, Authority, Accuracy, Purpose.
- Have I researched an appropriate amount for this presentation? Is it a short presentation responding to one article or a longer presentation that requires more comprehensive research?

### Presentation structure and language

- Does my presentation have an introduction? (Introduce yourself, explain the purpose of your presentation and outline what you will cover).
- Does my presentation have a body? (Discuss each point in a logical order. Include images to illustrate your point where possible, rather than lots of written information).
- Does my presentation have a conclusion? (Summarise your main points, let the audience know your presentation has finished, ask for questions and thank your audience).
- Have I reviewed the presentation language tips PDF?

## Designing my presentation

---

- Have I used a common presentation program like PowerPoint?
- Have I chosen a common font style that is easy for my audience to read? (Calibri and Ariel font are good examples of easy to read font style).
- Have I chosen a background slide colour that makes my text easy to read?
- Have I used a single slide design and font throughout my presentation for a professional look?
- Have I avoided using too much text on my slides? (You don't need to repeat on the screen word-for-word what you are saying).
- Have I used images, or graphs to break up my slide show? (The audience should be listening to you rather than reading text on your slides).

## Delivering my presentation

---

- Have I made cue cards with key points to prompt me? (Cue cards will help you to present, rather than read).
- Have I rehearsed my presentation in front of an audience such as family or friends? (This will allow you to check if you can deliver your presentation on time and check if the content is clear to the audience).
- Have I practised presenting so that I am facing the audience as much as possible? (Try to make eye contact to convey confidence even if you are feeling nervous).
- Have I kept within the time limit? (You may need to allow time for audience questions).
- Have I memorised the introductory and closing remarks to start and finish my presentation strongly?
- Have I anticipated some audience questions and how I might respond to them? (Understanding that you that don't always have to provide an immediate answer).