

# Presentation checklist

Presentation Checklist			✓
<b>Planning</b>	Brainstorm ideas for the presentation.	<b>Groups</b> ↓	<input type="checkbox"/>
	Make a plan for your presentation.		<input type="checkbox"/>
	Decide what each person will do.		<input type="checkbox"/>
	Decide how long each person will speak.		<input type="checkbox"/>
<b>Preparing</b>	Prepare your presentation materials.	<b>By yourself</b> ↓	<input type="checkbox"/>
	Write your speech.		<input type="checkbox"/>
<b>Practicing</b>	Rehearse your part of the presentation.		<input type="checkbox"/>
	Practice in front of a mirror. Look at your body language.		<input type="checkbox"/>
	Ask a friend to watch you and give advice.		<input type="checkbox"/>
	Record your voice and listen to it.		<input type="checkbox"/>
	Remember your speech.		<input type="checkbox"/>
	Practice speaking clearly and slowly.		<input type="checkbox"/>
<b>Pre-presenting</b>	Check the presentation room.	<b>Groups</b> ↓	<input type="checkbox"/>
	Check the seating layout (audience).		<input type="checkbox"/>
	Check the lighting and equipment.		<input type="checkbox"/>
<b>Presenting</b>	Wear smart clothes. Make a good impression.	<b>Everyone</b> ↓	<input type="checkbox"/>
	Begin and end on time.		<input type="checkbox"/>
	Give out handouts before you start.		<input type="checkbox"/>
	Use note cards. Don't read your speech.		<input type="checkbox"/>
	Use positive body language. Smile.		<input type="checkbox"/>
<b>Assessment</b>	Make eye contact with the audience.		<input type="checkbox"/>
	Assess your own performance.		<input type="checkbox"/>
	Assess the other groups.		<input type="checkbox"/>