Presentation Preparedness Checklist

Professional Communications OER: Presentations

# Introduction

Use the table below to make sure you are ready for your presentation. Make notes or place a checkmark in the “Notes” column to be sure you have addressed each item.

|  |  |
| --- | --- |
| **Aspect** | **Notes** |
| **AUDIENCE** | |
| Who is your audience? Describe them in 1 or 2 sentences. |  |
| What are 2 or 3 main things that the audience expects to get from your presentation? |  |
| **SELF** | |
| What will you wear? |  |
| **CONTENT** | |
| Are you using humour? Are you certain that it cannot be misunderstood or offensive to the audience? |  |
| How will you capture the audience’s attention at the beginning of your speech? |  |
| What is the key point that you want to get across? |  |
| What are the secondary points? |  |
| Will you allow for audience questions? If so, when? |  |
| What questions are your audience likely to ask? List 2 or 3 and jot down some bullet points that you could use in your answer. |  |
| **TIMING** | |
| How much time do you have? |  |
| How long has it taken you to rehearse your presentation in your last three tries? |  |
| How much time do you have for audience questions? |  |
| **PRESENTATION AIDS** | |
| Which visual aid(s) are you using (flipchart, PowerPoint, poster, handout etc.) |  |
| What is your backup plan in case of technology problems? |  |
| **TO-DO LIST** | |
| Practise in front of a friend and ask for feedback. |  |
| Visit the room you’ll be presenting in and test the equipment, including any visual aids. |  |
| Rearrange the room if you need to. |  |
| If you are using your own laptop, make sure it is fully charged and that you have all necessary cables and adaptors. |  |
| Test the microphone. |  |
| Check that you have all necessary equipment (whiteboard pens & eraser, flipchart, USB stick, etc.) |  |
| Bring your presentation notes. |  |
| Bring a bottle of water with you. |  |
| After the presentation, make a few notes about what you think went well, and where you think you could improve. |  |

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