

# Presentation Checklist

Content	Visuals
<ul style="list-style-type: none"> <li>• Introduce self</li> <li>• Engage audience's attention</li> <li>• Give overview of presentation</li> <li>• Provide context</li> <li>• Define problem</li> <li>• Organize material in logical, coherent way</li> <li>• Support claims with sufficient detail</li> <li>• Summarize key points clearly at end</li> <li>• Plan a conclusion (not just "I guess that's it.")</li> </ul>	<ul style="list-style-type: none"> <li>• Informative slide titles ("Tracking System Failure") rather than low content phrases ("Problem")</li> <li>• Appropriate number of words and items on slides (not overloaded)</li> <li>• Font sizes in diagrams can be read easily</li> <li>• Diagrams focus on critical elements, not excessive in detail</li> <li>• "Detail" or "excerpt" diagrams identify key components or decisions</li> <li>• Comparisons that make analysis or design choices clear and easy to evaluate</li> <li>• Background that does not interfere with diagrams or text</li> <li>• Text and diagrams are sufficiently far from edges of slide to make organization of information clear through "white" or empty space</li> <li>• Images appropriate for audience</li> <li>• Color choices are easy to view</li> </ul>
Delivery	Questions and Answers
<ul style="list-style-type: none"> <li>• Avoid fillers ("you know" and "Uhms")</li> <li>• Speak loudly enough to be heard in the room</li> <li>• Pronounce words clearly</li> <li>• Speak without noticeable pauses in mid-sentence</li> <li>• Use falling intonation at the end of sentences (Avoided upwards "questioning" intonation that seems uncertain)</li> <li>• Vary pace of voice for emphasis</li> <li>• Look at all portions of the audience</li> <li>• No significant loss of eye contact from reading screen or gesturing toward it</li> <li>• Speak key points (such as conclusion) without reading</li> <li>• Use concept-related gestures to show relationships</li> <li>• Avoid nervous hand movements</li> <li>• Stand straight</li> <li>• Plant feet</li> </ul>	<ul style="list-style-type: none"> <li>• Address response to everyone not just person who asks question</li> <li>• Appear open and confident during Q&amp;A (no cover-up gestures)</li> <li>• Challenge definitions or criteria presented in questions that are not relevant</li> <li>• Begin answers with general statement of overall answer to question, and then add details or explanation</li> <li>• Do not evaluate questions ("That's a good question.")</li> <li>• Step toward questioner or at least held position</li> </ul>