

Presentation Skills Checklist

Please feel free to refer to this when preparing for your presentations

Presentation slides

- ☐ Is the font in the presentation slides readable?
- ☐ Is the font size in the presentation slides big enough?
- ☐ Did you use appropriate photos and videos in the powerpoint slides?
- ☐ Is the colour contrast between the words and the background good?
- ☐ Is each presentation slide filled with words?
- ☐ Did you use appropriate table and graphs to represent data?
- ☐ Is the theme you have used for the slides engaging?
- ☐ Are the pictures you are using high quality and without watermarks?
- ☐ Did you acknowledge the sources?

Dressing

- ☐ Are you in the correct attire for the presentation?
- ☐ Is your shirt properly tucked in?
- ☐ Is your shirt crumpled?
- ☐ Does your shirt have any stains?
- ☐ Did you bring an extra set of clothes?
- ☐ Are your clothes too tight or too loose?
- ☐ Is your hair tidy?
- ☐ Is your attire comfortable?

Delivery

- ☐ Did you rehearse the presentation on your own?
 - ☐ Does your presentation end within the time limit?
 - ☐ Did you speak in a loud and distinct voice?
 - ☐ Are you prepared to handle questions with calm courtesy?
 - ☐ Does the presentation contain effective examples and illustrations?
 - ☐ Do you know what you are presenting?
 - ☐ Did you speak too fast
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Body Language

- ☐ Will you maintain good eye contact with the audience?
- ☐ Will you have no distracting movements or gestures?
- ☐ Will you act friendly and smile during the presentation?
- ☐ Will you use hand gestures to help communicate ideas visually?
- ☐ Will you try to use verbal focusing techniques?

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