

# Presentation Checklist

A presentation checklist to prepare and deliver a clear, confident presentation.

## Plan your content

- Confirm the topic, audience, time limit and grading criteria.
- Decide the one key message the audience should remember.
- Outline an opening, three or so main points and a close.
- Gather evidence, examples and any sources to cite.
- Write a strong hook to open and a clear takeaway to end.
- Plan smooth transitions between each section.

## Build your slides

- Keep one main idea per slide with minimal text.  
Slides support you; they are not your script.
- Use large, readable fonts and high-contrast colors.
- Add relevant images, charts or visuals over walls of text.
- Keep a consistent layout and style throughout.
- Check every slide for spelling and accurate data.
- Add slide numbers and any required citations.

## Prepare to speak

- Write brief notes or cue cards, not a full script.
- Memorize your opening and closing lines.
- Prepare answers to likely audience questions.
- Plan who says what if it is a group presentation.
- Decide what to do if a slide or demo fails.

## Practice your delivery

- Rehearse out loud from start to finish several times.
- Time yourself and trim or expand to fit the limit.
- Practice in front of a friend or record yourself.
- Work on pace, pauses, eye contact and clear speech.
- Practice advancing slides while you talk.

## Tech check and delivery day

- Test your slides on the actual presentation device.
- Confirm any video, audio or links work and have sound.
- Bring a backup copy on a drive and email or cloud.
- Check the projector, screen, clicker and adapters.
- Arrive early to set up and settle your nerves.
- Take a breath, smile and begin with your opening line.