PRESENTATION CHECKLIST

Content

Topic
☐ A brief orientation to the topic is provided
☐ The topic and content are of a level appropriate to an academic context
☐ The content is ‘pitched’ at an appropriate level for the audience (neither too difficult nor simplistic)

Organisation of information

Introduction
☐ Is an appropriate length in proportion to the entire presentation
☐ A clear statement of thesis or purpose is given
☐ Includes an outline or preview of the content

Body
☐ Main points are well developed, and contain some analysis as well as description
☐ Information is selected carefully to make your point clearly without too much detail

Original sources
☐ The required number of resources is used
☐ Sources are appropriately acknowledged, both verbally and on slides using appropriate reporting structures (e.g. “Einstein in his Theory of Relativity published in 1906 claimed that time is ….”)

Cohesion
☐ The different stages of the talk are clearly introduced using appropriate transition signals (e.g. I’d firstly like to begin by... / Let’s now take a look at... / In summing up...)
☐ Ideas are logically sequenced

Conclusion
☐ An appropriate summary of the main points is made and the thesis is restated
☐ Concluding comments are made in support of the main purpose of the talk

Delivery of presentation

Clarity & coherence
☐ The content is coherent and logically presented
☐ Information is delivered in a spoken style (with minimal reading or reference to notes)
☐ Fillers (e.g. “umm”, “aah”) are not overused
Body language
- **Appropriate eye contact** is regularly made with most of the audience
- Natural body posture and hand gestures are used (i.e. there is fluid movement)

Language
- Grammar does not impede meaning and sentence structures are **accurate**
- Extensive range of vocabulary is used accurately (parallel language is used to avoid repetition)
- Pronunciation (especially of keywords) is **correct**
- Voice is **clear and well projected**
- **Chunking** is effectively employed
- **Intonation** and stress on words is natural
- **Pace** is appropriate (i.e. ensure that you are not speaking too quickly)


Visual aids
- Visual aids are **relevant** and used effectively to support the content
- Visual aids are managed in an organisised manner so as not to interrupt the flow of the talk
- The number of slides is in reasonable proportion to the length of the presentation
- Visual aids are clearly visible (use an appropriate font, colour and point size), are not too complicated (may be easily and quickly read) and contain clear headings

Discussion
- An invitation for questions is offered
- Questions and discussion are handled confidently. Responses that cannot be provided may be followed up later.
- Time is devoted to group discussion and feedback (where necessary)
- Focus questions have been prepared beforehand (where necessary)

Additional learning resources
- For **practical advice and tips** on presentations (including HELPS downloadable materials), visit: [http://www.uts.edu.au/current-students/support/helps/self-help-resources/presentation](http://www.uts.edu.au/current-students/support/helps/self-help-resources/presentation)
- For **interactive advice** on delivering presentations, go to: [http://www.ruf.rice.edu/~comcoach/](http://www.ruf.rice.edu/~comcoach/)
- For **real-life examples** of presentations, visit: [www.ted.com](http://www.ted.com)